

**WILLMAR CITY COUNCIL MEETING
MONDAY, JULY 16, 2012, 7:00 P.M.
COUNCIL CHAMBERS, WILLMAR MUNICIPAL UTILITIES
700 WEST LITCHFIELD AVENUE, WILLMAR, MINNESOTA**

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
5. Consent Items:
 Approve: A. City Council Minutes of July 2, 2012
 B. City Council Special Meeting Minutes of June 4, 2012
 C. City Council Special Meeting Minutes of July 9, 2012
 D. Municipal Utilities Commission Special Minutes of July 9, 2012
 E. Municipal Utilities Commission Minutes of July 9, 2012
 F. Exempt Permit Application - Willmar Community Theatre, Inc.
 Accept: G. Building Inspection Report for June, 2012
 H. Accounts Payable through July 11, 2012
6. Items Removed from Consent Agenda
7. Willmar City Council Open Forum
8. Scheduled Hearing:
 7:03 p.m.: Ordinance Creating New Chapter 5, Article V, Special Assessments
9. Coalition of Greater Minnesota Cities Update: Bradley Peterson
10. Finance Committee Report for July 9, 2012
11. Public Works/Safety Committee Report for July 10, 2012
 Action Items: A. Plans and Specifications – Airport Improvements
 B. Project No. 1109 – Accept Project and Order Final Payment
 C. Reallocation of Civic Center 2012 Capital Improvements
 D. Project 1111/1112 - Change Order and Final Payment
12. Labor Relations Committee Report for July 11, 2012
 Action Items: A. Waste Water Treatment Operator Vacancy
 B. Organizational Assessment
13. Community Development Committee Report for July 12, 2012
14. Consideration of Premise Permit: 100 Yard Club, Inc. Organization at the Oaks at Eagle Creek
15. Announcement of Council Committee Meeting Dates
16. Miscellany:
 A.
 B.
 C.
17. Adjourn

WILLMAR CITY COUNCIL PROCEEDINGS
COUNCIL CHAMBERS
WILLMAR MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

July 2, 2012
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Yanish, Council Members Doug Reese, Ron Christianson, Bruce DeBleck, Denis Anderson, Steve Ahmann, Rick Fagerlie, Jim Dokken, and Tim Johnson; Present 9, Absent 0.

Also present were City Administrator Charlene Stevens, Police Chief David Wyffels, Fire Chief Marv Calvin, Public Works Director Holly Wilson, Finance Director Steve Okins, Community Education and Recreation Director Steve Brisendine, Planning and Development Services Director Bruce Peterson, City Attorney Robert Scott, and Administrative Assistant Audrey Peterson.

Additions to the Agenda included comments from Don Williamson representing the Willmar Design Center.

Council Member Reese offered a motion adopting the Consent Agenda which included the following: City Council Minutes of June 18, Rice Hospital Board Minutes of May 30, Municipal Utilities Commission Minutes of June 25, Planning Commission Minutes of June 27, Accounts Payable through June 27, Charter Commission Minutes of April 17, and Zoning Appeals Board Minutes of June 25, 2012. Council Member Anderson seconded the motion, which carried.

Mayor Yanish recognized Doug Green, Springsted Incorporated, who presented details of the negotiated sale of the \$1,460,000 General Obligation Improvement Bonds, Series 2012B. Three bids were received, with Oppenheimer and Company, Inc. as the low bidder at a 2.0589 percent interest rate. Following a review of the City's strengths and challenges as noted in the June 28, 2012, Moody's Investors Services report, Mayor Yanish thanked Mr. Green for his presentation. Resolution No. 1 was introduced by Council Member Reese, seconded by Council Member Anderson, reviewed by Mayor Yanish and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

RESOLUTION ACCEPTING OFFER ON THE SALE OF \$1,460,000 GENERAL OBLIGATION
IMPROVEMENT BONDS, SERIES 2012B, PROVIDING FOR THEIR ISSUANCE
AND LEVYING A TAX FOR THE PAYMENT THEREOF

(For Resolution in its entirety, see City Council Proceedings file dated
July 2, 2012, located in the City Clerk's Office)

Mark Boeschen, Information Systems Coordinator, presented to the Mayor and Council a demonstration of the City's new website. Mr. Boeschen reviewed the history of the former website, which started in 1997 and proved difficult to find and update information. The City's website now has a new, modern design, information is easy to find, and was developed in-house by a team of City staff. Following the demonstration and comments by the Council, Mayor Yanish thanked Mr. Boeschen for the demonstration and congratulated him and the team for a job well done.

Don Williams, representing the Willmar Design Center, appeared before the Mayor and Council to update them with regards to promotions and comment on the decision of the WDC to not place flowers in baskets on the poles. Mr. Williams explained that the WDC could not find enough resources to plant and water the plants this year. Following discussion, Mr. Williamson thanked the Mayor and Council for their

vision and support for the Downtown. Council Member Anderson expressed his appreciation to the Willmar Design Center for their efforts.

Mayor Yanish acknowledged Ms. Vicki Cyr who had signed up to address the City Council during its scheduled Open Forum. Ms. Cyr expressed concerns with Agenda Item #14, the consideration of 3.2% Liquor and On-Sale Wine Liquor License for the KRA Speedway. This matter will be addressed later in the meeting.

Mayor Yanish presented a Proclamation to Community Education and Recreational Director Steve Brisendine recognizing July as Park and Recreation Month in the City of Willmar.

The Finance Committee Report for June 25, 2012, was presented to the Mayor and Council by Council Member Anderson. There were three items for Council consideration.

Item No. 1 City Clerk Halliday explained that the Committee had previously reviewed a draft of the proposed Deferred Assessment Ordinance which would have established gross household income levels at HUD Low Income Limits. Concerns were raised that these income limits were too high. Since that time, Staff has researched income statistics for Kandiyohi County and now presented that information to the Committee with a recommendation that the HUD Very Low Income Limits be instituted for this Ordinance. The Committee was recommending the Council introduce an Ordinance creating a new Chapter 5, Article V, Special Assessments, which describes improvement costs eligible for special assessment and discretionary deferment of those assessments, amend the draft ordinance to use the HUD Very Low Income Limits, and set a public hearing for July 16, 2012.

Following discussion, Council Member Anderson offered a motion to introduce, and call for a public hearing on July 16, 2012, an Ordinance Creating a New Chapter 5, Article V, Special Assessments. Council Member Fagerlie seconded the motion, which carried.

Item No. 2 The Committee considered a request from Staff to reallocate funds in the 2012 Public Works Capital Outlay Program. Replacement of a utility tractor was estimated at \$74,781, but the total purchase cost is \$78,455.53 for the tractor with a bucket attachment. Unused funds from the purchase of a front end loader would cover the overage for the tractor replacement. It is being requested that \$3,674.53 of these unused funds to be reallocated to the purchase of the tractor and bucket.

The Committee was recommending the Council approve the purchase and introduce a resolution amending the 2012 Public Works Capital Outlay Budget by reappropriating \$3,674.53 left over from the purchase of a Front End Loader for the purchase of a tractor and bucket. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the 2012 Public Works Capital Outlay Budget as follows:

Increase:	2012 Purchase of Utility Tractor with Bucket	\$3,675.00
Decrease:	2012 Purchase of Front End Loader	\$3,675.00

Dated this 2nd day of July, 2012.

/s/ Frank Yanish
MAYOR

/s/ Charlene Stevens
Attest: CITY ADMINISTRATOR

Item No. 3 Council Member Anderson raised a question regarding donations received from individuals and organizations and asked if these items could be included on the Consent Agenda instead of addressing them at the Committee level and then again at the Council Meeting. Further, it was requested that the Mayor also verbally note each item included on the Consent Agenda so the the public as well as the Council are aware of what is being acted on in that motion. This would also detail any donations received and due appreciation/acceptance could be approved at that time. This matter was for information only.

The Finance Committee Report for June 25, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Ahmann, and carried.

The Public Works/Safety Committee Report for June 26, 2012, was presented to the Mayor and Council by Council Member Reese. There were five items for Council consideration.

Item No. 1 Staff presented to the Committee three quotes received for the replacement of two lift stations in Welshire Addition. The pumps are 31 years of age and are continually plugging, requiring more Staff time. This in turn is a safety issue for Staff entering the lift station (confined space) more often and pulling the pumps. It is Staff's recommendation to replace the two pumps by using the low quote of Electric Pump.

Following discussion, the Committee was recommending the Council accept the quote of Electric Pump in the amount of \$23,695.00 plus tax and authorize the Mayor and City Administrator to sign on behalf of the City. Resolution No. 3 was introduced by Council Member Reese, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the quote of Electric Pump. of New Prague, Minnesota for replacement of two lift station pumps is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the contractor for the terms and consideration of the contract in the amount not to exceed \$23,695.00 plus tax.

Dated this 2nd day of July, 2012.

/s/ Frank Yanish
MAYOR

/s/ Charlene Stevens
Attest: CITY ADMINISTRATOR

Item No. 2 The Committee was informed by Staff that four bids were received for Project No. 1202, which is the relocation of the 16" water main near the Minnesota Department of Transportation facility. The project is a directional bore of a 16-inch line and will be funded by Willmar Municipal Utilities. The low bid received was that of Ellingson Drainage, Inc. of West Concord, MN, in the amount of \$124,740.00.

The Committee was recommending the Council accept the low bid of Ellingson Drainage, Inc. as presented and authorize the Mayor and City Administrator to sign on behalf of the City. Resolution No. 4 was introduced by Council Member Reese, seconded by Council Member Christianson, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Ellingson Drainage, Inc. of West Concord, Minnesota for Project No. 1202 - MnDOT Water Main Relocation is accepted, and be it further resolved that the Mayor and City

Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$124,740.00.

Dated this 2nd day of July, 2012.

/s/ Frank Yanish
MAYOR

/s/ Charlene Stevens
Attest: CITY ADMINISTRATOR

Item No. 3 The Committee considered an agreement between the City, BNSF Railway Company and the Commissioner of Transportation for the Trott Avenue West railroad crossing. Staff explained the improvements consist of installation of flashing light signals with gates, one cantilever, constant warning circuitry and LED lenses per a MnDOT safety audit, to be maintained and operated by BNSF Railway. Installation is proposed to take place in 2013. The project will be funded 90 percent by State funds, reimbursable by Federal funds, and 10 percent by the City at an estimated cost of \$258,750.00. The agreement has been forwarded to the City Attorney for review.

The Committee was recommending the Council approve the agreement contingent upon approval of the City Attorney and authorize the Mayor and City Administrator to sign on behalf of the City. Resolution No. 5 was introduced by Council Member Reese, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

BE IT RESOLVED, that the City of Willmar enter into an agreement with the BNSF Railway Company and the Commissioner of Transportation for the installation and maintenance of railroad crossing signals at the intersection of Trott Avenue SW (MSAS 104) with the tracks of the BNSF Railway Company in Willmar, Kandiyohi County, Minnesota, and appointing the Commissioner of Transportation agent for the City so supervise said project and administer available Federal Funds in accordance with Minnesota Statute, Section 161.36. The City's share of the cost shall be 10 percent of the total signal cost.

BE IT FURTHER RESOLVED, that the Mayor and City Administrator be and they are hereby authorized to execute said agreement and any amendments thereto for and on behalf of the City.

Dated this 2nd day of July, 2012.

/s/ Frank Yanish
MAYOR

/s/ Charlene Stevens
Attest: CITY ADMINISTRATOR

Item No. 4 Public Works Director Wilson presented the Storm Water Task Force minutes regarding the Watershed Management Plan. The Watershed Management Plan poses no financial obligation to the City of Willmar and is recommended for adoption by Staff and the Storm Water Task Force. The Committee was recommending the Council accept and approve the final Watershed Management Plan.

RESOLUTION NO. 6

BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept and approved the 2012 Water Management Plan as prepared by Barr Engineering.

Dated this 2nd day of July, 2012.

/s/ Frank Yanish
MAYOR

/s/ Charlene Stevens
Attest: CITY ADMINISTRATOR

Item No. 5 Public Works Director Wilson provided an update on LED street lighting. There are currently 3 LED street lights in place for a one-year test period located at: NW 7th St. & Park Ave; Monongalia Ave. between 8th and 9th St; and 23rd St. SE. These are placed in locations where certain members of the public can monitor them and call Willmar Municipal Utilities if problems arise. The LED street lights emit a white light that lasts 20-25 years.

Following discussion of the LED street lights and energy that could be saved, this matter was received for information only.

The Public Works/Safety Committee Report of June 26, 2012, were approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Reese, seconded by Council Member Christianson, and carried.

The Community Development Committee Report for June 28, 2012, was presented to the Mayor and Council by Council Member Dokken. There were four items for Council consideration.

Item No. 1 Laura Becker inquired about the occupancy status of the new mosque at the former Lafayette School and asked about the installation of the required sprinkler system. Staff responded that the mosque had not been approved for permanent occupancy as the sprinkler system was yet to be installed. This matter was for information only.

Item No. 2 The Committee reviewed background information and proposed language for a new animal ordinance as presented by Staff. Committee discussion centered on the number of birds to be allowed in residential districts and the setback requirements for animal enclosures. It was recommended that the side setback be adjusted to a minimum of 10 feet to be consistent with the 10 feet rear setback requirement.

The Committee was recommending that the proposed ordinance parameters be approved with the side setback adjusted to 10 feet, and that the City Attorney be directed to prepare an ordinance for public hearing. Council Member Dokken moved to approve the recommendation of the Community Development Committee with Council Member Christianson seconding the motion, which carried.

Item No. 3 The Committee reviewed the inspection plan for the City's rental housing inspection program. It was noted that registration terms for the program had been adjusted a number of times. The Willmar registration and inspection schedule was compared to the process utilized in East Grand Forks. East Grand Forks allows their inspector to waive an annual inspection if the previous inspection yielded no corrections, although the fees are collected annually. It was determined that the Willmar program had no need for a waiver provision due to the fact that units are licensed for a longer period of time. Staff recommended keeping the City of Willmar rental housing registration and inspection schedule as it currently is, but that the Council consider adjusting registration fees as they continue through the budget process. This matter was for information only.

Item No. 4 Chair Dokken asked what the next steps were for the City relative to the Lakeland Hotel project. Staff offered the opinion that there were no further steps for the City to take at this time due to the withdrawal of the developer from the project. It was recommended that the City be open to other proposals for the redevelopment of the Lakeland building. This information was for information only.

Item No. 5 Staff was asked about conditions in the mobile home parks. There are ongoing drainage issues in the west park that the County has issued correction orders for. The owners of the

parks are still working to remove as many bad homes as they can, and to consolidate the two parks into one. This matter was for information only.

The Community Development Committee Report for June 28, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Dokken, seconded by Council Member Anderson, and carried.

The Mayor and Council considered an application from the Kandi Racing Association dba KRA Speedway for a 3.2 percent Liquor and On-Sale Wine Liquor License. City Administrator Stevens reviewed the application and proposed area where sales and consumption is allowed which has been described as the area of "bleacher style seating with a roof over the entire area." Alcohol sales and consumption will be limited exclusively to this area. Council Member Christianson compared this application to that of the Stinger's organization and that there have been no problems with that organization. Council Member DeBlieck expressed his opposition of the liquor license and stated that he felt alcohol and racing do not belong together.

Council Member Reese offered a motion to approve the 3.2 percent Liquor and On-Sale Wine Liquor License as presented. Council Member Christianson seconded the motion which carried on a roll call vote of Ayes 7, Noes 1 - Council Member DeBlieck voted "No."

The Mayor and Council considered a one-to-four day Temporary On-Sale Liquor License for FOE Aerie 2334 dba Willmar Fraternal Order of Eagles. City Administrator Stevens reviewed the request from the Eagles to host outdoor liquor sales/consumption on their rear parking lot. The event is a picnic for members, families and guests only and the area will be fenced in. Council Member Fagerlie moved to approve the Temporary On-Sale Liquor License for FOE Aerie 2334 as presented. Council Member Ahmann seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Announcements for Council Committee meeting dates were as follows: Finance, July 9; Public Works/Safety, July 10; Labor Relations, July 11; and Community Development, July 12, 2012.

Council Member Dokken presented details of an event held on July 3, 2012, to kick off area Law Enforcement Agencies partnering to enforce speed limits in July. Mayor Yanish encouraged citizens to attend the event.

Council Member Christianson brought up the issue of the full Council participating in employee bargaining group negotiations and requested that this matter be listed on the next Labor Relations Committee Agenda.

There being no further business to come before the Council, the meeting adjourned at 8:38 p.m. upon motion by Council Member Reese, seconded by Council Member Anderson, and carried.

Attest:

MAYOR

ACTING SECRETARY TO THE COUNCIL

WILLMAR CITY COUNCIL PROCEEDINGS
COUNCIL CHAMBERS
WILLMAR MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

June 4, 2012
6:00 p.m.

The special meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Yanish, Council Members Ron Christianson, Bruce DeBlieck, Denis Anderson, Rick Fagerlie, and Jim Dokken; Present 6, Absent 3 - Doug Reese, Steve Ahmann and Tim Johnson.

Others present included City Administrator Charlene Stevens, City Attorney Robert Scott, Special Counsel Paul Reuvers and Jason Kaboushek; and Municipal Utilities Commissioners Dave Baker, Steve Salzer, Matt Schrupp, Dan Holtz, Jerry Gesch, and Dave Becker.

Mayor Yanish informed the City Council and Municipal Utilities Commission that the agenda item for this special meeting is to discuss pending litigation in the matter of Bruce J. Gomm vs. City of Willmar Municipal Utilities Commission, Court file number 34-CV-12-134. Mayor Yanish further stated this properly noticed special meeting of the City of Willmar City Council will be closed pursuant to Minnesota Statutes, section 13D.05, subdivision 3(b) under the attorney/client privilege exception to the Minnesota Open Meeting Law.

Council Member Anderson moved to close the meeting pursuant to Minnesota Statute 13D.05, Subdivision 3(a) for the purpose of discussing pending litigation in the matter of Bruce J. Gomm vs. City of Willmar Municipal Utilities Commission. Council Member DeBlieck seconded the motion, which carried.

Council Member Dokken moved to reopen the meeting, with Council Member DeBlieck seconding the motion, which carried.

The there being no further business, Council Member Anderson moved to adjourn the meeting at 6:30 p.m. Council Member Fagerlie seconded the motion, which carried.

MAYOR

Attest:

CITY ADMINISTRATOR

WILLMAR CITY COUNCIL PROCEEDINGS
COUNCIL CHAMBERS
WILLMAR MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

July 9, 2012
4:30 p.m.

The special meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Yanish, Council Members Ron Christianson, Bruce DeBlieck, Denis Anderson, Rick Fagerlie, Doug Reese, Tim Johnson and Jim Dokken; Present 8, Absent 1 -Steve Ahmann.

Others present included City Administrator Charlene Stevens, City Attorney Robert Scott, Special Counsel Paul Reuvers and Doug Gronli, League of Minnesota Cities Insurance Trust; and Municipal Utilities Commissioners Dave Baker, Steve Salzer, Matt Schrupp, Dan Holtz, Jerry Gesch, Carol Laumer and Dave Becker.

Mayor Yanish informed the City Council and Municipal Utilities Commission that the agenda item for this special meeting is to discuss pending litigation in the matter of Bruce J. Gomm vs. City of Willmar Municipal Utilities Commission, Court file number 34-CV-12-134. Mayor Yanish further stated this properly noticed special meeting of the City of Willmar City Council will be closed pursuant to Minnesota Statutes, section 13D.05, subdivision 3(b) under the attorney/client privilege exception to the Minnesota Open Meeting Law.

Council Member Anderson moved to close the meeting pursuant to Minnesota Statute 13D.05, Subdivision 3(a) for the purpose of discussing pending litigation in the matter of Bruce J. Gomm vs. City of Willmar Municipal Utilities Commission. Council Member DeBlieck seconded the motion, which carried at 4:37 p.m.

Council Member Reese moved to reopen the meeting, with Council Member DeBlieck seconding the motion, which carried at 5:17 p.m.

On a motion by Council Member DeBlieck, seconded by Council Member Reese, the Willmar City Council affirmed the decision of the Municipal Utilities Commission to accept the settlement agreement resulting from mediation with Mr. Bruce J. Gomm in the amount of \$200,000, with the League of Minnesota Cities Insurance Trust providing \$110,000 and the Municipal Utilities Commission responsible for \$90,000 and Mr. Gomm would withdraw his unemployment claim.

The there being no further business, Council Member DeBlieck moved to adjourn the meeting at 5:20 p.m. Council Member Christianson seconded the motion, which carried.

Attest:

MAYOR

CITY ADMINISTRATOR

**WILLMAR MUNICIPAL UTILITIES/WILLMAR CITY COUNCIL
JOINT MEETING MINUTES
MUNICIPAL UTILITIES AUDITORIUM
JULY 9, 2012 - 4:30 P.M.**

The Municipal Utilities Commission and the Willmar City Council conducted a special on Monday, July 9, 2012 at 4:30 p.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dave Baker, Steve Salzer, Matt Schrupp, Dan Holtz, Jerry Gesch, Carol Laumer and Dave Becker. Present 7, Absent 0.

Others present included Mayor Yanish, Willmar City Council Members Ron Christianson, Bruce DeBlieck, Denis Anderson, Rick Fagerlie, Doug Reese, Tim Johnson and Jim Dokken; Willmar City Administrator Charlene Stevens, City Attorney Robert Scott, Special Counsel Paul Reuvers and Doug Gronli, League of Minnesota Cities Insurance Trust.

Commission President Baker informed the City Council and Municipal Utilities Commission that the agenda item for this special meeting is to discuss pending litigation in the matter of Bruce J. Gomm vs. City of Willmar Municipal Utilities Commission, Court file number 34-CV-12-134. Mayor Yanish further stated this properly noticed special meeting of the City of Willmar City Council will be closed pursuant to Minnesota Statutes, section 13D.05, subdivision 3(b) under the attorney/client privilege exception to the Minnesota Open Meeting Law.

Commissioner Salzer moved to close the meeting pursuant to Minnesota Statute 13D.05, Subdivision 3(a) for the purpose of discussing pending litigation in the matter of Bruce J. Gomm vs. City of Willmar Municipal Utilities Commission. Commissioner Schrupp seconded the motion, which carried at 4:35 p.m.

Commissioner Becker moved to reopen the meeting, with Commissioner Gesch seconding the motion, which carried at 5:17 p.m.

Commission President Baker called upon Mr. Reuvers to review the proposed settlement. Mr. Reuvers reviewed the proposed settlement that was the result of a mediation session held with Mr. Bruce J. Gomm. Mr. Reuvers stated that Mr. Gomm would agree to drop his current litigation and unemployment claims against the City of Willmar and Willmar Municipal Utilities Commission in exchange for \$200,000 of which \$110,000 would be paid by the League of Minnesota Cities' Insurance Trust and \$90,000 would be paid by the Willmar Municipal Utilities Commission. Mr. Reuvers explained that the unemployment claims had an estimate value of \$15,000, which would result in an overall net cost to the WMU of \$75,000 if the settlement was agreed to. Mr. Reuvers stated it was his recommendation that the Commission and City Council accept the proposed settlement.

On a motion by Commissioner Becker, seconded by Commissioner Gesch, the Willmar Municipal Utilities Commission accepted the settlement agreement resulting from mediation with Mr. Bruce J. Gomm in the amount of \$200,000, with the League of

Minnesota Cities Insurance Trust providing \$110,000 and the Municipal Utilities Commission responsible for \$90,000 and Mr. Gomm would withdraw his unemployment claim.

The there being no further business, Commissioner Schrupp made a motion to adjourn the meeting. Commissioner Laumer seconded the motion, and the meeting was adjourned by 5:18 p.m. by a vote of seven ayes and zero nays.

Respectfully submitted,

WILLMAR MUNICIPAL UTILITIES

Dave Baker
Commission President

ATTEST:

Matt Schrupp, Secretary

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
JULY 9, 2012

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, July 9, 2012 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dave Baker, Steve Salzer, Matt Schrupp, Dan Holtz, Jerry Gesch, Carol Laumer, and Dave Becker.

Others present at the meeting were: Interim Co-Manager Wes Hompe, Interim Co-Manager Larry Heinen, Manager of Electric Services Jeff Kimpling, Director of Water/Heating Bart Murphy, Accounting Supervisor Tess Stoffel, Power Supply Broker Chris Carlson, Director of Electrical Production Jon Folkedahl, City Attorney Robert Scott, City Councilman Jim Dokken, and WC Tribune Journalist David Little.

Commission President Baker opened the meeting by requesting a resolution to approve the Consent Agenda as presented. Following a review, Commissioner Salzer offered a resolution to approve the Consent Agenda as presented. Commissioner Schrupp seconded.

RESOLUTION NO. 37

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented which includes:

- ❖ Minutes from the June 25, 2012 Commission meeting; and,
- ❖ Bills represented by vouchers No. 121125 to No. 121225 inclusive in the amount of \$280,190.47, with a MISO payment in the amount of \$57,544.53 and an Absaloka Coal payment in the amount of \$66,748.72."

Dated this 9th day of July 2012.

President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of seven ayes and zero nays.

Power Supply Broker Carlson presented the Commission with a report on the recent load-shaving activity being conducted due to the intense heat. With the heat and humidity near 100° this past week, the loads being experienced were nearing peak demand thus requiring the implementation of WMU's load shaving programs in an effort to reduce the total energy demand. The Load Share Program was initiated for 25 hours while utilizing the Interruptible units for 34.5 hours. Through the use of these programs, WMU was able to shave off between 2.38 and 3.97 MW during the peak demand periods.

Commission President Baker reminded the Commission of a meeting today with the Mayor and City Council at 4:30 p.m. in the Municipal Utilities Auditorium. The purpose of the meeting will be to discuss legal strategy in the pending litigation of Bruce J. Gomm vs. City of Willmar Municipal Utilities Commission. This meeting will be a closed meeting pursuant to Minnesota Statute 13D.05, Subdivision 3(b).

Commissioner Gesch recapped for the Commission his recent attendance at the APPA National Conference in Seattle, WA. Among the topics of interest discussed were the coal to gas conversion process and the age of transformation (smart grid, educating of customers, etc.).

Commission President Baker informed the Commission that the proposed contract for consulting and lobbying efforts with David Turch & Associates would be presented at the July 23rd MUC meeting for consideration.

At this time, Commission President Baker presented Interim Co-Manager Heinen with a token of appreciation for his years of service and dedication to the Willmar Municipal Utilities. After 31 years of employment with WMU, Larry will be retiring this month.

With no other business to come before the Commission, Commissioner Becker made a motion to adjourn the meeting. Commissioner Laumer seconded the motion, and the meeting was adjourned by a vote of seven ayes and zero nays.

Respectfully submitted,

WILLMAR MUNICIPAL UTILITIES

Jeff Kimpling
Manager of Electric Services

ATTEST:

Matt Schrupp, Secretary

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT
**CITY APPROVAL
for a gambling premises
located within city limits**

- ☒ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
- ☐ The application is denied.

 Print city name Willmar MN

 Signature of city personnel [Signature]

 Title City Clerk/Treasurer Date 7-10-2012
Local unit of government must sign
**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP -If required by county. On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

 Chief executive officer's signature [Signature] Date 7/10/2012

 Print name Rand Czarnetzki
Print form and have CEO sign
REQUIREMENTS
[Reset form](#)
Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
 - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day.

Send application with:

- ☐ a copy of your proof of nonprofit status, and
- ☐ application fee. Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required

 A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

Call the Licensing Section of the Gambling Control Board at 651-639-4000. Call the Licensing Section of the Gambling Control Board at 651-639-4000.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

City of Willmar, Minnesota

Building Inspection Report

From 06/01/2012 To 06/30/2012

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20675	6/8/2012	KIM FEDDER - REGENCY PARK MAN 401 30th Avenue NW A-23	95-980-0230 L A-23; B Willmar Regency West Mhp	Mobile Home In/Out Demolition	DEMO - #110035, 14X60 CEDAR/BEIGE '72 SCHULT	\$0.00	\$25.00
20676	6/8/2012	KIM FEDDER - REGENCY MANAGER 401 30TH Street NW LOT A29	95-980-0290 L LOT A-29; B Willmar Regency West Mhp	Mobile Home In/Out Demolition	DEMO - #158900 '78 SCHULT 14X70 CREAM/WHITE	\$0.00	\$25.00
20677	6/9/2012	KIM FEDDER - REGENCY MANAGER 401 30TH Street NW Lot G-8	95-980-0970 L LOT G-8; B Willmar Regency West Mhp	Mobile Home In/Out Demolition	DEMO - #1278W '75 CHICKASHA 14X80 RED/GRAY	\$0.00	\$25.00
20687	6/8/2012	KIM FEDDER - REGENCY PARK MAN 1400 Lakeland Drive NE lot 3	95-980-5030 L 3; B Willmar Regency East Mhp	Mobile Home In/Out Demolition	DEMO - #34281 '80 MARSHFIELD 14X70 ESQUIRE BRW/BRW	\$0.00	\$25.00
20688	6/8/2012	KIM FEDDER - REGENCY MANGER 1400 Lakeland Drive NE LOT 94	95-980-6340 L 94; B Willmar Regency East Mhp	Mobile Home In/Out Demolition	DEMO - #23130 '68 ROLLOHOME 12X68 BLUE/RED	\$0.00	\$25.00
20756	6/4/2012	COBORNS INC. 1300 5TH Street SE	95-231-0100 L 1; B 1 Gesch Acres	Commercial Add/Alter Commercial/Alteration	REMODEL PHARMACY GATE	\$2,300.00	\$124.49

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20781	6/14/2012	GORDON KELLER 1225 Quincy Avenue SW	95-690-1040 L 4; B 6 Ramblewood Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,800.00	\$30.90
20782	6/14/2012	AL KING 819 9TH Street SE	95-056-0270 L 7; B 3 Bergquist's Estates	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,000.00	\$32.50
20807	6/12/2012	BEN FISCHER 412 2ND Street SE	95-740-0740 L 4; B 5 Spicer's Addition	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$4,500.00	\$52.25
20811	6/4/2012	RYAN TILLEMANS 2301 16TH Street SW	95-868-0420 L 3; B 1 Westwind Estates 2nd	Residential Add/Alter Deck	CONSTRUCT 16' X 16'DECK	\$1,200.00	\$56.95
20814	6/1/2012	NANCY GEURTZ 1617 17TH Avenue NW	95-603-0720 L 2; B 4 Oslo Heights	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,200.00	\$30.60
20815	6/5/2012	STEVE BRISTLE 608 Mary Avenue SE	95-914-1810 L ; B S 14; T 119; R 35	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$2,800.00	\$51.40
20816	6/5/2012	SHELLY HAUGEN 2307 Richland Drive SW	95-696-0280 L 8; B 3 Richland Acres	Residential Add/Alter Residential/Alteration	195' INTERIOR DRAINTILE	\$9,080.00	\$214.19

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20817	6/4/2012	DENNIS WEFLEN 1301 West Wood Court NW	95-560-0090 L PT OF 9; B 1 Northwood Estates	Residential Add/Alter Residential/Alteration	RESIDENTIAL REROOF	\$8,075.00	\$34.04
20818	6/5/2012	GARY MCDOWELL 2816 14th Avenue NW	95-135-0120 L 12; B 1 College View Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$3,500.00	\$31.75
20820	6/14/2012	JOANNE L & ADRIAN JIMENEZ 305 Trott Avenue SE	95-740-0400 L PT 8-9; B 3 Spicer's Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF (GARAGE)	\$700.00	\$30.35
20821	6/21/2012	CITY OF WILLMAR PUBLIC WORKS GARAGE 800 Industrial Drive SW	95-872-1170 L 1; B 4 Willmar Ind. Park 3rd Add	Commercial Add/Alter Commercial/Alteration	ROOF MAINTENANCE AND REPAIRS	\$5,000.00	\$102.25
20822	6/6/2012	DANIEL & MEGAN JOHNS 716 Bonham Boulevard SW	95-070-0030 L 3; B A Bonham's Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,000.00	\$31.50
20823	6/8/2012	ROBERT J & DELORES M KACHER 1805 Country Club Drive NE	95-465-0095 L PT OF 3-4; B 2 Lakewood 1st Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$12,000.00	\$36.00
20827	6/7/2012	ALLEN MARCUS 1610 9th Street SW	95-847-0010 L 1; B 1 Wesley Acres	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$13,000.00	\$36.50

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20828	6/14/2012	MICHELLE WENBERG 1315 Kandiyohei Avenue SW	95-570-0780 L pts. of 1; B 5 Nursery Addition	Residential Add/Alter Residential/Alteration	INSTALL 6' PATIO DOOR	\$1,200.00	\$56.95
20829	6/8/2012	JOHN KUZNIK 705 19th Street SE	95-843-0310 L 1; B 4 Welshire Addition	Residential Add/Alter Deck	CONSTRUCT 16' X 16' DECK WITH H.C.RAMP	\$2,202.00	\$105.75
20830	6/12/2012	ENERGY CONCEPTS 1810 Upper Trentwood Circle NE	95-828-1090 L 10; B 2 Trentwood Estates, 2nd	New Single-Family Dwelling New Residence	ONE UNIT OF A TWIN HOME	\$202,933.26	\$2,064.62
20833	6/12/2012	ENERGY CONCEPTS 1814 Upper Trentwood Circle NE	95-828-1080 L 9; B 2 Trentwood Estates, 2nd	New Single-Family Dwelling New Residence	ONE UNIT OF A TWIN HOME	\$170,491.32	\$1,824.40
20834	6/8/2012	JERONIMO FLORES 911 6th Street SW	95-090-1130 L 13; B H Booth's Addition	Residential Add/Alter Siding	RESIDENTIAL RESIDE (PATCH WORK)	\$3,000.00	\$51.50
20835	6/12/2012	BEN DOLS 1132 5th Street SW	95-790-0040 L 4; B Swan Nelson's Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,300.00	\$30.65
20836	6/12/2012	SCOTT LINDE 311 25TH Street SE	95-668-4420 L 2; B 1 Pheasant Run, 8 Addn	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW/WALL REPAIR	\$500.00	\$29.65

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20839	6/14/2012	ZACH WELLE 924 3rd Street SE	95-250-0870 L 7; B 5 Glarum's Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,200.00	\$30.60
20840	6/15/2012	DEAN NELSON 609 Ann Street SE	95-222-0930 L 3; B 6 Ferring's 2nd Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,000.00	\$31.50
20845	6/15/2012	OSCAR OVERCASH 508 Becker Avenue SE	95-740-0010 L PT OF 1-3; B 1 Spicer's Addition	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$4,186.00	\$52.09
20846	6/15/2012	WENDELL KIENITZ 707/709 11th Street NW	95-050-0130 L 3; B 2 Beasley's 1st Addition	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$6,000.00	\$53.00
20849	6/25/2012	ROBERT & RITA DINCAU 316 9TH Street SW	95-003-4280 L 5 & PT OF 4; B 38 Original City	Residential Add/Alter Remodel	INTERIOR REMODEL	\$1,700.00	\$80.30
20850	6/26/2012	STEVE WRIGHT 1600 HIGHWAY #12 E	95-914-1660 L ; B S 14; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	DIVIDE SPACE FOR NEW TENANT	\$23,500.00	\$568.21
20852	6/21/2012	STEVE & KATHY FLEEDEL 904 Irene Avenue SE	95-665-0120 L 2; B 2 Perkin's 5th Addition	Residential Add/Alter Deck	REPLACE FRONT LANDING & STAIRS	\$1,000.00	\$49.15

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20855	6/26/2012	CHERRY BERRY MIKE HOFER 2211 1ST Street S #100	95-923-8920 L 1; B S 23; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	NEW TENANT SPACE REMODEL	\$150,000.00	\$1,951.46
20862	6/21/2012	ANTHONY LAPATKA 1002 13th Street SW	95-650-0010 L 1; B 1 Pederson's Subdivision	Residential Add/Alter Siding	RESIDE DETACHED GARAGE	\$2,000.00	\$51.00
20863	6/20/2012	JON BOHNER 408 12TH Street SW	95-006-7020 L 3 & PT OF 2; B 110 First Addition	Residential Add/Alter Siding	RESIDENTIAL RESIDE HOUSE & GARAGE	\$4,000.00	\$52.00
20865	6/21/2012	JOSE B VIESSMAN 1413 9TH Street SE	95-671-0465 L PT OF 16 & 17; B 3 Pleasant View 2nd Addn	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,500.00	\$31.25
20866	6/20/2012	STEPHAN NIEDZIELSKI DOUG FINSTRA 605 13TH Street SW	95-006-7430 L 13; B 112 First Addition	Residential Add/Alter Deck	REPLACING SPliced FLOOR JOISTS	\$500.00	\$29.65
20867	6/20/2012	JUANA ALFARO 300 Vos Park Drive NW	95-835-0140 L 14; B 1 Vos Park Addition	Move/Raze Demolition	DEMO BURNT HOME	\$0.00	\$75.00
20869	6/20/2012	KRISTOPHER VANHEUVELN 732 3rd Street SE	95-180-0210 L 1; B 2 Erickson's Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,000.00	\$32.50

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20870	6/21/2012	DAVID J DANIELSON 703 Trott Avenue SW	95-006-0400 L PT OF 1-2; B 60 First Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,000.00	\$33.00
20872	6/28/2012	CARRIE VANEPPS 1701 8TH Street SW	95-664-0390 L 9; B 3 Perkin's 4th Addition	Residential Add/Alter Deck	RESIDENTIAL DECK	\$1,780.00	\$80.34
20873	6/26/2012	NORMA HENNESSEY 2016 25th Street SW	95-601-0160 L 7; B 3 Ortenblad's Homesites	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,600.00	\$31.80
20874	6/26/2012	RAYE M EYRICH 905 Trott Avenue SW	95-006-0160 L PT OF 1 & 2; B 58 First Addition	Residential Add/Alter Remodel	REMODEL BATHROOM, ADD NEW BATH & 2 EGRESS WINDOWS	\$16,000.00	\$340.15
20876	6/26/2012	ERIK EYSTAD 1512 10th Street SE	95-671-0370 L 7; B 3 Pleasant View 2nd Addn	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$4,500.00	\$52.25
20877	6/26/2012	ROGER & RUTH GAUQUIE 3513 Eagle Ridge Drive E	95-148-0090 L 9; B 1 Eagles Landing	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,720.00	\$33.36
20878	6/26/2012	DAVE GRAVES 2208 8TH Avenue SE	95-668-2070 L 7; B 1 Pheasant Run, 2 Addn	Residential Add/Alter Residential/Alteration	RESIDENTIAL REROOF	\$7,500.00	\$33.75

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20880	6/29/2012	LARRY BENDER 408 14th Street SE	95-184-0530 L 3; B 4 Erickson's 3rd Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,200.00	\$32.60
20881	6/26/2012	DEB KLAASSEN 626 2ND Street SE	95-410-0210 L 21; B 1 Johnson's Subdivision	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$4,290.00	\$52.15
20882	6/26/2012	BLAKE & KELLY PIIPKE 704 8th Street SW	95-006-3180 L PT OF 1-2; B 79 First Addition	Residential Add/Alter Residential/Alteration	RESIDENTIAL REROOF/RESIDE	\$28,500.00	\$94.25
20883	6/28/2012	DON NELSON ESTATE KEITH NELSON 313 13th Street SW	95-006-6950 L 11; B 109 First Addition	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$3,000.00	\$51.50
20884	6/29/2012	ISLAMIC SOCIETY 1112 Lake Avenue NW	95-009-1400 L ; B 135 Second Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$28,709.00	\$400.10
20886	6/28/2012	AUTO OWNERS INSURANCE 1809 22nd Street SW	95-619-0020 L 2; B 1 Park Ridge Addition	Commercial Add/Alter Commercial/Alteration	CONSTRUCT SECURITY VESTIBULE AND CONFERENCE RM.	\$19,500.00	\$483.71
20887	6/28/2012	KENNY BEHM 1601 HIGHWAY # 12 E	95-914-1650 L ; B S 14; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	CONSTRUCT INTERIOR PARTITION WALLS (3)	\$3,000.00	\$124.84

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20888	6/29/2012	NORTHERN STATES SUPPLY 600 Industrial Drive SW	95-870-0040 L PTS. OF 3 - 4; B 1 Willmar Industrial Park	Commercial New Commercial	CONSTRUCT 10' X 10' PERGOLA	\$2,200.00	\$124.44
Current Year Current Month Totals							\$799,866.58 \$10,240.13
Previous Year Current Month Valuation							\$2,246,664.60
Current YTD Valuation From 01/01/2012 To 06/30/2012							\$8,848,279.75
Previous YTD Valuation							\$6,757,843.68

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ACS 33611 07/11/12 AS400 HARDWARE MTCE 000131 33611 07/11/12 AS400 SOFTWARE MTCE 33611 07/11/12 AS400 HARDWARE MTCE 33611 07/11/12 AS400 SOFTWARE MTCE VENDOR TOTAL	696.29 594.89 974.89 832.93 3,099.00 3,099.00		804461 804461 804461 804461 *CHECK TOTAL		D N D N D N D N D N	PREPAID EXPENSES PREPAID EXPENSES MTCE. OF EQUIPME MTCE. OF EQUIPME	101.128000 101.128000 101.41409.0334 101.41409.0334
AFFILIATED MED CENTERS 33612 07/11/12 FIRE FIGHTER PHYSICALS 000028	3,402.95		4911012/6-12		D N	SUBSISTENCE OF P	101.42412.0337
ALEX AIR APPARATUS INC 33613 07/11/12 HOSE PARTS/ADAPTERS 002061	214.21		21961		D N	SMALL TOOLS	101.42412.0221
AMERIPRIDE LINEN & APPAR 000051 33614 07/11/12 TOWEL SERVICE 33614 07/11/12 TOWEL SERVICE 33614 07/11/12 TOWEL SERVICE VENDOR TOTAL	26.72 27.50 26.72 40.51 121.45 121.45		2200253643 2200253644 2200258359 2200258361 *CHECK TOTAL		D N D N D N D N D N	CLEANING AND WAS CLEANING AND WAS CLEANING AND WAS CLEANING AND WAS	101.43425.0338 101.43425.0338 101.43425.0338 101.43425.0338
ANDERSON LAW OFFICES 33615 07/11/12 PROFESSIONAL SERVICES 002954	9,093.34		STMT/6-12		D N	PROFESSIONAL SER	101.41406.0446
APPERT'S FOOD SERVICE 002526 33616 07/11/12 CONCESSION SUPPLIES 33616 07/11/12 CONCESSION SUPPLIES 33616 07/11/12 CONCESSION SUPPLIES 33616 07/11/12 CONCESSION SUPPLIES 33616 07/11/12 CONCESSION SUPPLIES 33616 07/11/12 CONCESSION SUPPLIES 33616 07/11/12 CONCESSION SUPPLIES VENDOR TOTAL	59.13 54.00 548.98 45.50CR 100.25 35.00 1,211.60 877.93 2,841.39 2,841.39		1750494 1751034 1751785 1752039 1753058 1755008 1756268 1760713 *CHECK TOTAL		D N D N D N D N D N D N D N D N	GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES	101.45437.0229 101.45437.0229 101.45437.0229 101.45437.0229 101.45437.0229 101.45437.0229 101.45437.0229
AQUA LOGIC INC 002243 33617 07/11/12 POOL MTCE-PARTS 33617 07/11/12 POOL MTCE-PARTS 33617 07/11/12 POOL CHEMICALS 33617 07/11/12 POOL CHEMICALS VENDOR TOTAL	113.78 330.00 827.22 840.00CR 431.00 431.00		39003 39030 39122 39150 *CHECK TOTAL		D N D N D N D N	MTCE. OF OTHER I MTCE. OF OTHER I GENERAL SUPPLIES GENERAL SUPPLIES	101.45437.0226 101.45437.0226 101.45437.0229 101.45437.0229
ARNOLD'S OF WILLMAR INC 000068 33618 07/11/12 FAN MOTOR 33618 07/11/12 SWITCH VENDOR TOTAL	140.96 22.59 163.55 163.55		WC21859 WC21859A *CHECK TOTAL		D N D N	INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.125000

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ASCHEMAN/LANDON 33619 07/11/12 LIFEGUARD TRAINING .01854	410.00		060712		D N	PROFESSIONAL SER	101.45437.0446
ATCO INTERNATIONAL 33620 07/11/12 SPRAY ADHESIVE REMOVER 000072	316.36		I0347115		D N	INVENTORIES-MDSE	101.125000
BENNETT OFFICE TECHNOLOG 33621 07/11/12 OFFICE SUPPLIES 000099	63.50		167050		D N	OFFICE SUPPLIES	651.48474.0220
33621 07/11/12 OFFICE SUPPLIES	42.33		167050		D N	OFFICE SUPPLIES	651.48475.0220
33621 07/11/12 TONER	229.78		167326		D N	OFFICE SUPPLIES	208.45005.0220
VENDOR TOTAL	335.61	*CHECK TOTAL					
BLESS AUTOMOTIVE INC 33622 07/11/12 SIGN DEPOSIT REFUND .01447	100.00		2012-14		D N	DEPOSITS-SIGN PE	101.230001
BSE 33623 07/11/12 STUDIO EXIT LITS-PARTS 001980	13.40		904195169		D N	MTCE. OF STRUCTU	207.45001.0225
BUSINESSWARE SOLUTIONS 33624 07/11/12 HP TONER 002776	150.68		183384		D N	OFFICE SUPPLIES	101.45437.0220
33624 07/11/12 PRINT/PAGE COUNT	7.33		184019		D N	OFFICE SUPPLIES	101.41400.0220
33624 07/11/12 PRINT/PAGE COUNT	34.60		184019		D N	OFFICE SUPPLIES	101.41402.0220
33624 07/11/12 PRINT/PAGE COUNT	9.76		184019		D N	OFFICE SUPPLIES	101.41403.0220
33624 07/11/12 PRINT/PAGE COUNT	42.45		184019		D N	OFFICE SUPPLIES	101.41404.0220
33624 07/11/12 PRINT/PAGE COUNT	171.56		184019		D N	OFFICE SUPPLIES	101.41405.0220
33624 07/11/12 PRINT/PAGE COUNT	3.48		184019		D N	OFFICE SUPPLIES	101.41409.0220
33624 07/11/12 PRINT/PAGE COUNT	121.46		184019		D N	OFFICE SUPPLIES	101.42411.0220
33624 07/11/12 PRINT/PAGE COUNT	25.44		184019		D N	OFFICE SUPPLIES	101.43417.0220
33624 07/11/12 PRINT/PAGE COUNT	12.82		184019		D N	OFFICE SUPPLIES	101.43425.0220
33624 07/11/12 PRINT/PAGE COUNT	17.00		184019		D N	OFFICE SUPPLIES	101.45433.0220
33624 07/11/12 PRINT/PAGE COUNT	44.65		184019		D N	OFFICE SUPPLIES	101.45435.0220
33624 07/11/12 PRINT/PAGE COUNT	94.84		184019		D N	OFFICE SUPPLIES	651.48474.0220
33624 07/11/12 PRINT/PAGE COUNT	0.53		184019		D N	OFFICE SUPPLIES	651.48474.0220
33624 07/11/12 PRINT/PAGE COUNT	63.22		184019		D N	OFFICE SUPPLIES	651.48475.0220
VENDOR TOTAL	799.82	*CHECK TOTAL					
C D & T INC AUTO PARTS 33625 07/11/12 HOSE FITTING 000145	2.01		914790		D N	INVENTORIES-MDSE	101.125000
33625 07/11/12 SUPPLIES	35.38		914935		D N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	37.39	*CHECK TOTAL					
CALVIN/MARVIN B 33626 07/11/12 COUNTY CHIEFS MEETING 001998	27.00		226		D N	TRAVEL-CONF.-SCH	101.42412.0333
CARD SERVICES 33627 07/11/12 KRUPA-FAREWELL COFFEE 002552	17.44		060815		D N	GENERAL SUPPLIES	101.41404.0229

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CARD SERVICES 002552							
33627 07/11/12 COFFEE	23.38		060815		D N	SUBSISTENCE OF P	101.41408.0227
33627 07/11/12 STYROFOAM CUPS/SUPPLIES	9.02		060815		D N	GENERAL SUPPLIES	101.41408.0229
33627 07/11/12 RAUSCH-FAREWELL COFFEE	17.43		060815		D N	GENERAL SUPPLIES	101.43417.0229
33627 07/11/12 CITY SALES TAX	0.17		061211		D N	SALES TAX PAYABL	101.206000
33627 07/11/12 KRUPA-FAREWELL COFFEE	23.00		061211		D N	GENERAL SUPPLIES	101.41404.0229
33627 07/11/12 RAUSCH-FAREWELL COFFEE	22.99		061211		D N	GENERAL SUPPLIES	101.43417.0229
33627 07/11/12 LATE FEE	12.50		21831946		D N	OTHER CHARGES	208.45005.0449
VENDOR TOTAL	125.93		*CHECK TOTAL				
	125.93						
CARRANZA/NOE 002547							
33628 07/11/12 PROFESSIONAL SERVICES	75.00		063012		D M 07	PROFESSIONAL SER	101.42411.0446
CENTERPOINT ENERGY 000467							
33629 07/11/12 NATURAL GAS CHARGES	42.16		6048932/6-12		D N	UTILITIES	651.48474.0332
33629 07/11/12 NATURAL GAS CHARGES	28.10		6048932/6-12		D N	UTILITIES	651.48475.0332
33629 07/11/12 NATURAL GAS CHARGES	1,905.55		6072309/6-12		D N	UTILITIES	101.45437.0332
33629 07/11/12 NATURAL GAS CHARGES	12.82		6093527/6-12		D N	UTILITIES	101.43425.0332
VENDOR TOTAL	1,988.63		*CHECK TOTAL				
	1,988.63						
CENTRAL EQUIPMENT SALES 002969							
33630 07/11/12 2009 JLG SCISSOR LIFT	13,359.38		5893		D N	FURNITURE AND EQ	450.45433.0552
CENTRAL LAKES COOPERATIV 001259							
33631 07/11/12 PROPANE-STREET PATCHING	86.61		50331		D N	MTCE. OF OTHER I	101.43425.0226
CHAPPELL CENTRAL INC 000156							
33632 07/11/12 CLEANED DUCT WORK-LABO	6,400.00		00118707		D N	MTCE. OF STRUCTU	101.45427.0335
CHIEF SUPPLY CORPORATION 000885							
33633 07/11/12 LOCKOUT KIT	75.49		496942		D N	SMALL TOOLS	101.42411.0221
33633 07/11/12 HOLSTER	106.50		496942		D N	SUBSISTENCE OF P	101.42411.0227
VENDOR TOTAL	181.99		*CHECK TOTAL				
	181.99						
CIT TECHNOLOGY FIN SERV 002556							
33634 07/11/12 COPIER LEASE AGRMT	169.93		21681932		D N	RENTS	101.41405.0440
CLARKE MOSQUITO CONTROL 002157							
33635 07/11/12 MOSQUITO CNTL CHEMICAL	3,645.45		5050330		D N	GENERAL SUPPLIES	101.43425.0229
33635 07/11/12 MOSQUITO CNTL CHEMICAL	2,251.98		5050516		D N	GENERAL SUPPLIES	101.43425.0229
33635 07/11/12 MOSQUITO CNTL CHEMICAL	7,414.39		5051894		D N	GENERAL SUPPLIES	101.43425.0229
VENDOR TOTAL	13,311.82		*CHECK TOTAL				
	13,311.82						
CLEAN SHOP PROGRAM 002728							
33636 07/11/12 PAINT DISPOSAL FEE	31.20		389		D N	CLEANING AND WAS	101.43425.0338

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COLEPAPERS INC 000170 33637 07/11/12 CLEANING SUPPLIES	429.79		8754145		D N	CLEANING AND WAS	101.45435.0228
COMMISSIONER OF TRANSPOR 000171 33610 07/05/12 LAND COST REPAYMENT	599,122.00		070512		D N	NOTES PAYABLE	998.200000
COMPUTER RENAISSANCE 000196 33638 07/11/12 SIGN DEPOSIT REFUND	100.00		2012-15		D N	DEPOSITS-SIGN PE	101.230001
COPIER BUSINESS SOLUTION 001934 33639 07/11/12 COPIER MTCE CHARGE	37.61		209844		D N	MTCE. OF EQUIPME	101.41405.0334
CROW CHEMICAL & LIGHTING 000186 33640 07/11/12 CLEANING SUPPLIES	12.13		400796		D N	CLEANING AND WAS	101.45437.0228
33640 07/11/12 CLEANING SUPPLIES	53.81		400836		D N	CLEANING AND WAS	101.43425.0228
	65.94	*CHECK	TOTAL				
VENDOR TOTAL	65.94						
CULLIGAN STERLING WATER 000188 33641 07/11/12 SOFTENER RENTAL	32.28		112508-9/6-12		D N	RENTS	101.45435.0440
DAKOTA CURLING SUPPLIES 002734 33642 07/11/12 CURLING SUPPLIES	70.10		0002467		D N	GENERAL SUPPLIES	101.45433.0229
DAN'S SHOP INC 002212 33643 07/11/12 FILTERS	195.15		54891		D N	INVENTORIES-MDSE	101.125000
33643 07/11/12 FILTERS	26.36		55035		D N	INVENTORIES-MDSE	101.125000
	221.51	*CHECK	TOTAL				
VENDOR TOTAL	221.51						
DEPT OF HUMAN SERVICES 000009 33644 07/11/12 CLEANING SERVICES	45.00		00000079166		D N	CLEANING AND WAS	101.45435.0338
DEPT OF HUMAN SERVICES 002914 33645 07/11/12 #22 RICE CARE CENTER-	15,347.38		00000076940		D N	OTHER CHARGES	101.41428.0449
33645 07/11/12 #22 RICE CARE CENTER-	15,347.38		00000080714		D N	OTHER CHARGES	101.41428.0449
	30,694.76	*CHECK	TOTAL				
VENDOR TOTAL	30,694.76						
DIAMOND VOGEL PAINT CENT 000205 33646 07/11/12 PAINTING SUPPLIES	2.69		821050990		D N	GENERAL SUPPLIES	101.43425.0229
33646 07/11/12 TRAFFIC PAINT	648.95		821050993		D N	GENERAL SUPPLIES	101.43425.0229
33646 07/11/12 TRAFFIC PAINT	648.95		821051015		D N	GENERAL SUPPLIES	101.43425.0229
33646 07/11/12 TRAFFIC PAINT	1,730.31		821051052		D N	GENERAL SUPPLIES	101.43425.0229
33646 07/11/12 TIP	28.86		821051080		D N	MTCE. OF EQUIPME	101.43425.0224
	3,059.76	*CHECK	TOTAL				
VENDOR TOTAL	3,059.76						

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DONOHUE & ASSOCIATES 33647 07/11/12 WESTERN COLLECTOR SEWE 33647 07/11/12 L.S. DESIGN/BID SERVIC	002293 UNLEAD 685.34 VENDOR TOTAL	4,713.07 4,882.18 9,595.25	*CHECK TOTAL	11678-21 11914-14		D N D N	CONTRACTS PAYABL PROFESSIONAL SER	651.207000 432.48502.0446
DOOLEY'S PETROLEUM INC 33648 07/11/12 280 GAL DIESEL/87 UNLE 33648 07/11/12 280 GAL DIESEL/87 UNLEAD	000212 UNLEAD 685.34 VENDOR TOTAL	1,028.02 1,713.36 1,713.36	*CHECK TOTAL	264398 264398		D N D N	MOTOR FUELS AND MOTOR FUELS AND	651.48474.0222 651.48475.0222
DUININCK INC 33649 07/11/12 STORM SWR/CURB & GUTT 33649 07/11/12 PAVING/CURB & GUTTER	000222 GUTTER 119,587.02 VENDOR TOTAL	62,984.87 56,602.15 119,587.02	*CHECK TOTAL	1201-A/EST. 1 1201-B/EST. 1		D N D N	MTCE. OF OTHER I MTCE. OF OTHER I	412.48451.0336 412.48451.0336
DUO-SAFETY LADDER CORP 33650 07/11/12 HEAT SENSOR LABELS	00605 VENDOR TOTAL	40.61		438187-00		D N	GENERAL SUPPLIES	101.42412.0229
ED DAVIS BUSINESS MACHIN 33651 07/11/12 REPL. FLOOR MATS 33651 07/11/12 OFFICE SUPPLIES 33651 07/11/12 OFFICE SUPPLIES 33651 07/11/12 LASER POINTER	000229 VENDOR TOTAL	385.72 109.94 25.32CR 35.00 505.34 505.34	*CHECK TOTAL	116173 116195 116217 116283		D N D N D N D N	GENERAL SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	101.43417.0229 741.48001.0220 741.48001.0220 101.42412.0220
ED'S SERVICE CENTER & SA 33652 07/11/12 TOWING CHARGES	000231 VENDOR TOTAL	964.00		STMT/6-12		D N	OTHER SERVICES	101.42411.0339
ENVIRONMENTAL TOXICITY C 33653 07/11/12 PROFESSIONAL SERVICES 33653 07/11/12 PROFESSIONAL SERVICES	002286 VENDOR TOTAL	465.00 310.00 775.00	*CHECK TOTAL	12-129 12-129		D N D N	PROFESSIONAL SER PROFESSIONAL SER	651.48474.0446 651.48475.0446
FARNAM'S GENUINE PARTS 33654 07/11/12 BATTERIES 33654 07/11/12 FUSE HOLDERS	000249 VENDOR TOTAL	11.09 6.71 17.80 17.80	*CHECK TOTAL	653200 653213		D N D N	INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.125000
FASTENAL COMPANY 33655 07/11/12 SAFETY GLASSES	001188 VENDOR TOTAL	57.57		MNWIL95015		D N	INVENTORIES-MDSE	101.125000
FIRST CHOICE FOOD & BEVE 33656 07/11/12 CONCESSION SUPPLIES	000775 VENDOR TOTAL	61.44		062912		D N	GENERAL SUPPLIES	101.45437.0229

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FIRST CHOICE FOOD & BEVE 000775 33656 07/11/12 COFFEE 33656 07/11/12 CONCESSION SUPPLIES 33656 07/11/12 CONCESSION SUPPLIES	250.00 61.20 361.36 734.00 734.00	92968 92969 92983 *CHECK TOTAL		D N D N D N	GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES	101.45435.0229 101.45437.0229 101.45437.0229
VENDOR TOTAL						
FLAHERTY & HOOD P.A. 001449 33657 07/11/12 PROFESSIONAL SERVICES	7,971.08	STMT/6-12		D N	PROFESSIONAL SER	101.41406.0446
FREEMAN/LE ANNE 000937 33658 07/11/12 SPECIAL EVENT SUPPLIES 33658 07/11/12 MILEAGE 05/01-05/31/12	5.98 68.82 74.80 74.80	060912 070512 *CHECK TOTAL		D N D N	GENERAL SUPPLIES TRAVEL-CONF.-SCH	101.45437.0229 101.45435.0333
VENDOR TOTAL						
GAME DAY ATHLETIC 002780 33659 07/11/12 INSTANT COLD PACKS	43.12	39953		D N	GENERAL SUPPLIES	101.45432.0229
GENERAL MAILING SERVICES 000293 33660 07/11/12 POSTAGE 33660 07/11/12 TOURISM POSTAGE	9.00 2,205.54 2,214.54 2,214.54	6556 6557 *CHECK TOTAL		D N D N	POSTAGE POSTAGE	208.45005.0223 208.45006.0223
VENDOR TOTAL						
GODIN TECHNOLOGIES 002615 33661 07/11/12 PAGER REPAIR-LABOR	138.00	1592		D N	MTCE. OF EQUIPME	101.42412.0334
GRAINGER INC 000786 33662 07/11/12 COMPRESSOR PARTS 33662 07/11/12 STEP RELIEF DEVICE 33662 07/11/12 COMPRESSOR PARTS 33662 07/11/12 RIGHT ANGLE DRILL 33662 07/11/12 RIGHT ANGLE DRILL	142.72 47.63 96.89 149.60 99.72 536.56 536.56	9858690275 9861254225 9862557692 9864820775 9864820775 *CHECK TOTAL		D N D N D N D N D N	MTCE. OF EQUIPME SUBSISTENCE OF P MTCE. OF EQUIPME SMALL TOOLS SMALL TOOLS	101.45433.0224 651.48476.0227 101.45433.0224 651.48474.0221 651.48475.0221
VENDOR TOTAL						
GREENSPRING MEDIA GROUP 001504 33663 07/11/12 E-NEWSLETTER AD	200.00	MM73312		D N	OTHER CHARGES	208.45010.0449
HACH COMPANY 000316 33664 07/11/12 LAB SUPPLIES 33664 07/11/12 LAB SUPPLIES 33664 07/11/12 SAMPLER SENSORS 33664 07/11/12 SAMPLER SENSORS	16.60 11.07 347.53 231.68 606.88 606.88	7815974 7815974 7826019 7826019 *CHECK TOTAL		D N D N D N D N	GENERAL SUPPLIES MTCE. OF OTHER I MTCE. OF EQUIPME MTCE. OF EQUIPME	651.48474.0229 651.48475.0226 651.48474.0224 651.48475.0224
VENDOR TOTAL						

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HANSEN ADVERTISING SPECI 33665 07/11/12 SUMMER STAFF T-SHIRTS	734.00		30146		D N	SUBSISTENCE OF P 101.45437.0227
HARDWARE HANK EXPRESS 33666 07/11/12 WEED KILLER	7.68		060112		D N	GENERAL SUPPLIES 101.41408.0229
33666 07/11/12 RESTROOM REPAIR-PARTS	7.57		060112		D N	MTCE. OF STRUCTU 101.43425.0225
33666 07/11/12 RICE POOL MTCE-PARTS	47.84		060412		D N	MTCE. OF OTHER I 101.43425.0226
33666 07/11/12 SMALL TOOLS	7.04		060412		D N	SMALL TOOLS 101.45432.0221
33666 07/11/12 SMALL TOOLS	33.11		060412		D N	SMALL TOOLS 101.45432.0221
33666 07/11/12 OSHA GUARDS	69.59		060512		D N	GENERAL SUPPLIES 101.45433.0229
33666 07/11/12 ALUMINUM FOIL TAPE	12.81		060612		D N	GENERAL SUPPLIES 101.41402.0229
33666 07/11/12 KEYS FOR BLDG	20.90		060612		D N	MTCE. OF STRUCTU 101.45432.0225
33666 07/11/12 BATTERIES/STYROFOAM CUPS	38.21		060612		D N	GENERAL SUPPLIES 207.45001.0229
33666 07/11/12 BATTERIES	16.55		060712		D N	GENERAL SUPPLIES 101.45427.0229
33666 07/11/12 PIPE FOR TENNIS NETS	4.76		060812		D N	SMALL TOOLS 101.45432.0221
33666 07/11/12 LIGHT BULBS	7.67		061212		D N	MTCE. OF STRUCTU 101.41408.0225
33666 07/11/12 CABLE TIES	11.52		061212		D N	GENERAL SUPPLIES 101.45432.0229
33666 07/11/12 CLEANING SUPPLIES	13.41		061312		D N	CLEANING AND WAS 101.41408.0228
33666 07/11/12 SUPPLIES	16.05		061312		D N	GENERAL SUPPLIES 101.45433.0229
33666 07/11/12 WIRE BRUSH	10.13		061412		D N	SMALL TOOLS 101.43425.0221
33666 07/11/12 GARBAGE BAGS	64.07		061512		D N	GENERAL SUPPLIES 101.43425.0229
33666 07/11/12 HAND AND POWER TOOLS	8.54		061812		D N	SMALL TOOLS 101.41408.0221
33666 07/11/12 KEYS FOR BLDG	8.71		061812		D N	MTCE. OF STRUCTU 651.48476.0225
33666 07/11/12 SUPPLIES	11.96		061912		D N	GENERAL SUPPLIES 101.45433.0229
33666 07/11/12 DELUXE TROWEL	4.69		062012		D N	SMALL TOOLS 101.43425.0221
33666 07/11/12 SPRAY PAINT	20.81		062012		D N	MTCE. OF EQUIPME 101.43425.0224
33666 07/11/12 SPRAY PAINT	17.60		062012		D N	MTCE. OF EQUIPME 101.43425.0224
33666 07/11/12 BOILER PARTS	6.84		062012		D N	MTCE. OF OTHER I 651.48474.0226
33666 07/11/12 DUCT TAPE/BATTERIES	41.65		062212		D N	GENERAL SUPPLIES 207.45001.0229
33666 07/11/12 STUDIO EXIT LIGHTS	5.12		062612		D N	GENERAL SUPPLIES 207.45001.0229
33666 07/11/12 COMPRESSOR PARTS	27.48		062712		D N	MTCE. OF EQUIPME 101.45433.0224
33666 07/11/12 WEED KILLER	7.68		062812		D N	GENERAL SUPPLIES 101.41408.0229
VENDOR TOTAL	539.99		*CHECK TOTAL			
HAUG IMPLEMENT CO - JOHN 33667 07/11/12 BATTERIES	807.44		461420		D N	INVENTORIES-MDSE 101.125000
33667 07/11/12 BATTERIES	96.19CR		461460		D N	INVENTORIES-MDSE 101.125000
33667 07/11/12 WATER PUMP/GASKET/SEAL	210.85		461629		D N	INVENTORIES-MDSE 101.125000
33667 07/11/12 HOSE	45.02		461777		D N	INVENTORIES-MDSE 101.125000
33667 07/11/12 BEARING HUB/HOSE	212.09		461939		D N	INVENTORIES-MDSE 101.125000
33667 07/11/12 OIL FILTER SEALS	85.39		462215		D N	INVENTORIES-MDSE 101.125000
33667 07/11/12 BATTERIES	711.25		462612		D N	INVENTORIES-MDSE 101.125000
VENDOR TOTAL	1,975.85		*CHECK TOTAL			
HAUG-KUBOTA LLC 33668 07/11/12 MOWER BLADE SPINDLE ASSY	247.63		1686		D N	INVENTORIES-MDSE 101.125000

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HAWK PUBLISHING INC 33669 07/11/12 ANNUAL SUBSCRIPTION 33669 07/11/12 ANNUAL SUBSCRIPTION VENDOR TOTAL	17.50 17.50 35.00 35.00		32988 32988 *CHECK TOTAL		D N D N	PREPAID EXPENSES SUBSCRIPTIONS AN	208.128000 208.45005.0443
HAWKINS INC 33670 07/11/12 FERRIC CHLORIDE 33670 07/11/12 FERRIC CHLORIDE VENDOR TOTAL	4,894.61 5,401.26 10,295.87 10,295.87		3357690 RI 3358411 RI *CHECK TOTAL		D N D N	GENERAL SUPPLIES GENERAL SUPPLIES	651.48475.0229 651.48474.0229
HERITAGE BANK 33609 06/28/12 INVESTMENT 33609 06/28/12 INVESTMENT 33609 06/28/12 INVESTMENT 33609 06/28/12 INVESTMENT 33609 06/28/12 INVESTMENT VENDOR TOTAL	2,000.00 3,000.00 1,000.00 644,000.00 350,000.00 1,000,000.00 1,000,000.00		062812 062812 062812 062812 062812 *CHECK TOTAL		D N D N D N D N D N	INVESTMENTS INVESTMENTS INVESTMENTS INVESTMENTS INVESTMENTS	295.109000 310.109000 312.109000 450.109000 651.109000
HILLYARD FLOOR CARE SUPP 33671 07/11/12 CLEANING SUPPLIES	4,694.77		600276216		D N	CLEANING AND WAS	101.45433.0228
HUMANE SOCIETY OF KANDIY 33672 07/11/12 ANIMAL CARE SERV-2ND Q	6,950.00		2419		D N	OTHER SERVICES	101.42411.0339
ID ZONE 33673 07/11/12 TONER FOR COPIER	82.36		843088		D N	OFFICE SUPPLIES	101.45437.0220
INT'L CONF OF POLICE CHA 33674 07/11/12 MCCULLOUGH-MERSHP DUES 33674 07/11/12 MCCULLOUGH-MERSHP DUES VENDOR TOTAL	62.50 62.50 125.00 125.00		36983 36983 *CHECK TOTAL		D N D N	PREPAID EXPENSES SUBSCRIPTIONS AN	101.128000 101.42411.0443
JOHNSTONE SUPPLY 33675 07/11/12 FREON FOR COMPRESSORS	1,474.81		153280		D N	MTCE. OF EQUIPME	101.45433.0224
KANDIYOHI CO AUDITOR 33676 07/11/12 LEC ANNUAL PAYMENT 33676 07/11/12 LONG DISTANCE-MAY 33676 07/11/12 13 AIR CARDS JUL-SEP 33676 07/11/12 LANDFILL CHARGES 33676 07/11/12 LANDFILL CHARGES 33676 07/11/12 LANDFILL CHARGES 33676 07/11/12 LANDFILL CHARGES 33676 07/11/12 LANDFILL CHARGES	175,000.00 33.40 1,014.00 21.04 19.63 29.32 16.10 19.63		070212 070512 070512 280736 281055 281714 282077 282253		D N D N D N D N D N D N D N D N	BONDS COMMUNICATIONS COMMUNICATIONS CLEANING AND WAS CLEANING AND WAS CLEANING AND WAS CLEANING AND WAS CLEANING AND WAS	101.42411.0660 101.42411.0330 101.42411.0330 101.43425.0338 101.43425.0338 101.43425.0338 101.43425.0338 101.43425.0338

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KANDIYOHI CO AUDITOR 33676 07/11/12 LANDFILL CHARGES	000376	16.32		282294		D N	CLEANING AND WAS	101.43425.0338
	VENDOR TOTAL	176,169.44	*CHECK TOTAL					
KANDIYOHI CO RECORDER'S 33677 07/11/12 RECORDING FEES	000382	46.00		601344		D N	PROFESSIONAL SER	101.41401.0446
LAKESIDE PRESS 33678 07/11/12 5,000 9X12 ENVELOPES	001646	935.36		1632		D N	PRINTING AND PUB	208.45005.0331
LOCATORS & SUPPLIES INC 33679 07/11/12 RAIN JACKETS/PANTS	002162	222.39		0204695		D N	SUBSISTENCE OF P	651.48474.0227
33679 07/11/12 RAIN JACKETS/PANTS		148.26		0204695		D N	SUBSISTENCE OF P	651.48475.0227
	VENDOR TOTAL	370.65	*CHECK TOTAL					
MACQUEEN EQUIPMENT INC 33680 07/11/12 SWEEPER GUTTER BROOMS	000427	2,163.30		2122926		D N	INVENTORIES-MDSE	101.125000
MARCUS CONSTRUCTION CO I 33681 07/11/12 REFUND TOURNAMENT FEE	000438	130.00		062912		D N	REFUNDS AND REIM	101.41428.0882
MARCUS/JEREMY 33682 07/11/12 RESEARCH EQUIP PURCHASE	002495	9.00		301		D N	TRAVEL-CONF.-SCH	101.45433.0333
MARINE RESCUE PRODUCTS I 33683 07/11/12 LIFE GUARD SUITS	001496	1,240.25		25512		D N	SUBSISTENCE OF P	101.45437.0227
MATHESON TRI-GAS INC 33684 07/11/12 CYLINDER RENTAL	002898	43.07		04997674		D N	RENTS	101.45433.0440
MENARDS 33685 07/11/12 POOL CHEMICALS	000449	64.06		49413		D N	GENERAL SUPPLIES	101.45437.0229
33685 07/11/12 BUG DEFENSE		5.19		51068		D N	GENERAL SUPPLIES	101.45437.0229
33685 07/11/12 BLDG MTCE-PARTS		14.79		51992		D N	MTCE. OF STRUCTU	101.43425.0225
33685 07/11/12 DISPOSABLE GLOVES		26.91		52944		D N	GENERAL SUPPLIES	101.43425.0229
33685 07/11/12 GARBAGE BAGS		33.51		53241		D N	GENERAL SUPPLIES	101.43425.0229
33685 07/11/12 VACUUM BREAKER FOR POOL		23.90		53825		D N	MTCE. OF OTHER I	101.43425.0226
33685 07/11/12 POOL CHEMICALS		16.89		53925		D N	GENERAL SUPPLIES	101.45437.0229
33685 07/11/12 RESTROOM REPAIR-PARTS		35.94		53967		D N	MTCE. OF STRUCTU	101.43425.0225
33685 07/11/12 LATCH FOR POOL FENCE		1.49		54103		D N	MTCE. OF OTHER I	101.43425.0226
33685 07/11/12 BUG REPELLANT		15.65		55073		D N	GENERAL SUPPLIES	651.48474.0229
33685 07/11/12 BUG REPELLANT		10.43		55073		D N	GENERAL SUPPLIES	651.48475.0225
33685 07/11/12 DOOR REPAIR-PARTS		50.66		55079		D N	MTCE. OF STRUCTU	101.45433.0225
33685 07/11/12 PLANT SUPPLIES		12.99		55274		D N	GENERAL SUPPLIES	651.48474.0229
33685 07/11/12 PLANT SUPPLIES		8.66		55274		D N	GENERAL SUPPLIES	651.48475.0229
33685 07/11/12 3/8" HOLES AW		13.86		55739		D N	SMALL TOOLS	101.45433.0221
	VENDOR TOTAL	334.93	*CHECK TOTAL					

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METRO FIRE 33686 07/11/12 RIT KITS 000450	1,638.09		44493		D N	SMALL TOOLS	101.42412.0221
MIKE'S SMALL ENGINE CENT 002699							
33687 07/11/12 POLE SAW REPAIR-PARTS	170.40		3444710		D N	MTCE. OF EQUIPME	101.43425.0224
33687 07/11/12 POLE SAW REPAIR-LABOR	130.00		3444710		D N	MTCE. OF EQUIPME	101.43425.0334
33687 07/11/12 GAS CAP	6.36		99005		D N	MTCE. OF EQUIPME	101.43425.0224
33687 07/11/12 WEED TRIMMER LINE	11.51		99058		D N	GENERAL SUPPLIES	651.48474.0229
33687 07/11/12 WEED TRIMMER LINE	7.67		99058		D N	GENERAL SUPPLIES	651.48474.0229
33687 07/11/12 CHAIN SAW CHAPS	108.96		99075		D N	SUBSISTENCE OF P	101.43425.0227
33687 07/11/12 STIHL AIR BLOWER	160.26		99100		D N	SMALL TOOLS	101.43425.0221
33687 07/11/12 WEED TRIMMER LINE	38.37		99188		D N	GENERAL SUPPLIES	101.43425.0229
33687 07/11/12 BAR NUTS	6.41		99274		D N	MTCE. OF EQUIPME	101.43425.0224
33687 07/11/12 OIL	133.59		99403		D N	MOTOR FUELS AND	101.43425.0222
	773.53		*CHECK TOTAL				
VENDOR TOTAL	773.53						
MILLER SANITATION 002936							
33688 07/11/12 GARBAGE SERVICE-JULY	95.78		1298/7-12		D N	CLEANING AND WAS	101.45433.0338
33688 07/11/12 GARBAGE SERVICE-JULY	47.14		1299/7-12		D N	CLEANING AND WAS	101.45433.0338
33688 07/11/12 GARBAGE SERVICE-JULY	53.75		1300/7-12		D N	CLEANING AND WAS	101.42412.0338
33688 07/11/12 GARBAGE SERVICE-JULY	66.04		1301/7-12		D N	CLEANING AND WAS	101.41408.0338
33688 07/11/12 GARBAGE SERVICE-JULY	66.03		1301/7-12		D N	CLEANING AND WAS	101.45427.0338
33688 07/11/12 GARBAGE SERVICE-JULY	256.34		1302/7-12		D N	CLEANING AND WAS	101.43425.0338
33688 07/11/12 GARBAGE SERVICE-JULY	29.78		1303/7-12		D N	CLEANING AND WAS	101.48474.0338
33688 07/11/12 GARBAGE SERVICE-JULY	19.86		1303/7-12		D N	CLEANING AND WAS	651.48475.0338
33688 07/11/12 GARBAGE SERVICE-JULY	29.78		1304/7-12		D N	CLEANING AND WAS	651.48474.0338
33688 07/11/12 GARBAGE SERVICE-JULY	164.26		1304/7-12		D N	CLEANING AND WAS	651.48474.0338
33688 07/11/12 GARBAGE SERVICE-JULY	19.86		1304/7-12		D N	CLEANING AND WAS	651.48475.0338
33688 07/11/12 GARBAGE SERVICE-JULY	50.66		1305/7-12		D N	CLEANING AND WAS	101.45435.0338
33688 07/11/12 GARBAGE SERVICE-JULY	89.71		1378/7-12		D N	CLEANING AND WAS	101.43425.0338
33688 07/11/12 GARBAGE SERVICE-JULY	832.98		1379/7-12		D N	CLEANING AND WAS	101.43425.0338
33688 07/11/12 GARBAGE SERVICE-JULY	299.20		1388/7-12		D N	CLEANING AND WAS	101.43425.0338
33688 07/11/12 GARBAGE SERVICE-JULY	100.92		1456/7-12		D N	CLEANING AND WAS	101.45437.0338
	2,222.09		*CHECK TOTAL				
VENDOR TOTAL	2,222.09						
MILLS AUTOMOTIVE GROUP 000432							
33689 07/11/12 #105188 REPAIR-PARTS	503.53		180847		D N	MTCE. OF EQUIPME	101.42411.0224
33689 07/11/12 #105188 REPAIR-LABOR	185.35		180847		D N	MTCE. OF EQUIPME	101.42411.0334
33689 07/11/12 DIFFERENTIAL OIL	92.51		2079428		D N	INVENTORIES-MDSE	101.125000
33689 07/11/12 #115439 REPAIR-LABOR	89.25		221814		D N	MTCE. OF EQUIPME	101.42412.0334
	870.64		*CHECK TOTAL				
VENDOR TOTAL	870.64						
MINI BIFF LLC 001805							
33690 07/11/12 TOILET RENTALS	76.84		A-50854		D N	RENTS	101.43425.0440
33690 07/11/12 TOILET RENTALS	153.68		A-50856		D N	RENTS	101.43425.0440

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MINI BIFF LLC 001805							
33690 07/11/12 TOILET RENTALS	76.84		A-50857		D N	RENTS	101.43425.0440
33690 07/11/12 TOILET RENTALS	76.84		A-50874		D N	RENTS	101.43425.0440
33690 07/11/12 TOILET RENTALS	76.84		A-50888		D N	RENTS	101.43425.0440
33690 07/11/12 TOILET RENTALS	76.84		A-50890		D N	RENTS	101.43425.0440
33690 07/11/12 TOILET RENTALS	76.84		A-50933		D N	RENTS	101.43425.0440
33690 07/11/12 TOILET RENTALS	76.84		A-50959		D N	RENTS	101.43425.0440
33690 07/11/12 TOILET RENTALS	153.68		A-51225		D N	RENTS	101.43425.0440
	845.24		*CHECK TOTAL				
VENDOR TOTAL	845.24						
MN DEPT OF LABOR & INDUS 000522							
33691 07/11/12 2ND QTR SURCHARGE PYMT	2,726.90		070512		D N	OTHER CHARGES	101.41402.0449
MN DEPT OF TRANSPORTATIO 000497							
33692 07/11/12 MATERIAL SAMPLE TESTS	2,194.70		P00000299		D N	OTHER SERVICES	411.48451.0339
MN FIRE SERVICE CERTIF. 000018							
33693 07/11/12 FIREFIGHTER I RE-TEST	25.00		1505		D N	TRAVEL-CONF. -SCH	101.42412.0333
MN SCREEN PRINT 000515							
33694 07/11/12 SONSHINE STAFF T-SHIRTS	90.16		23209		D N	GENERAL SUPPLIES	101.45433.0229
MN STATE FIRE CHIEFS ASS 000520							
33695 07/11/12 ANNUAL SUBSCRIPTION	216.00		48		D N	SUBSCRIPTIONS AN	101.42412.0443
MONSON CORPORATION 000126							
33696 07/11/12 WTR MAIN/SANITARY SWR	13,015.34		1111/EST. 3		D N	MTCE. OF OTHER I	411.48451.0336
33696 07/11/12 WTR MAIN/SANITARY SWR	19,253.74		1112/EST. 3		D N	MTCE. OF OTHER I	412.48451.0336
33696 07/11/12 MIX FOR STREET PATCHIN	2,503.39		1454SU		D N	MTCE. OF OTHER I	101.43425.0226
33696 07/11/12 MIX FOR STREET PATCHIN	4,709.01		1461SU		D N	MTCE. OF OTHER I	101.43425.0226
	39,481.48		*CHECK TOTAL				
VENDOR TOTAL	39,481.48						
MOREY PHD/ELDON L 000532							
33697 07/11/12 PROFESSIONAL SERVICES	385.00		062512		D N	PROFESSIONAL SER	101.42411.0446
MORRIS/ZACHARY .01855							
33698 07/11/12 DRINKING WATER	7.40		061512		D N	GENERAL SUPPLIES	101.45437.0229
MOTOR SPORTS OF WILLMAR 000873							
33699 07/11/12 #112949 REPAIR-PARTS	73.38		912001197		D N	MTCE. OF EQUIPME	101.42412.0224
33699 07/11/12 #112949 REPAIR-LABOR	311.50		912001197		D N	MTCE. OF EQUIPME	101.42412.0334
	384.88		*CHECK TOTAL				
VENDOR TOTAL	384.88						
MSAE 33700 07/11/12 MEMBERSHIP DUES 000538							
	125.00		4206420		D N	PREPAID EXPENSES	208.128000

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MSAE								
33700	07/11/12 MEMBERSHIP DUES	125.00				D N	SUBSCRIPTIONS AN	208.45005.0443
	VENDOR TOTAL	250.00	*CHECK TOTAL	4206420				
		250.00						
MTI DISTRIBUTING CO								
33701	07/11/12 IRRIGATION PARTS	240.24		854763-00		D N	MTCE. OF OTHER I	101.43425.0226
MUNICIPAL UTILITIES								
33702	07/11/12 UTILITIES FOR JUNE	2,992.75	6/12			D N	UTILITIES	101.41408.0333
33702	07/11/12 UTILITIES FOR JUNE	844.32	6/12			D N	UTILITIES	101.42412.0332
33702	07/11/12 UTILITIES FOR JUNE	6,520.85	6/12			D N	UTILITIES	101.43425.0332
33702	07/11/12 UTILITIES FOR JUNE	2,729.37	6/12			D N	UTILITIES	101.43430.0332
33702	07/11/12 UTILITIES FOR JUNE	995.96	6/12			D N	UTILITIES	101.45427.0332
33702	07/11/12 UTILITIES FOR JUNE	3,163.62	6/12			D N	UTILITIES	101.45433.0332
33702	07/11/12 UTILITIES FOR JUNE	1,318.72	6/12			D N	UTILITIES	101.45435.0332
33702	07/11/12 UTILITIES FOR JUNE	2,407.83	6/12			D N	UTILITIES	101.45437.0332
33702	07/11/12 UTILITIES FOR JUNE	628.08	6/12			D N	UTILITIES	101.45437.0332
33702	07/11/12 UTILITIES FOR JUNE	26,175.95	6/12			D N	UTILITIES	207.45001.0332
33702	07/11/12 ADMIN FEE	900.00	6/12			D N	PROFESSIONAL SER	651.48474.0446
33702	07/11/12 UTILITIES FOR JUNE	17,450.64	6/12			D N	UTILITIES	651.48475.0332
33702	07/11/12 ADMIN FEE	600.00	6/12			D N	PROFESSIONAL SER	651.48475.0446
33702	07/11/12 UTILITIES FOR JUNE	1,856.38	6/12			D N	UTILITIES	651.48476.0332
33702	07/11/12 UTILITIES FOR JUNE	2,016.14	6/12			D N	UTILITIES	651.48477.0332
	VENDOR TOTAL	70,600.61	*CHECK TOTAL					
		70,600.61						
MVTL LABORATORIES INC								
33703	07/11/12 PROFESSIONAL SERVICES	39.00	610601			D N	PROFESSIONAL SER	651.48475.0446
33703	07/11/12 PROFESSIONAL SERVICES	39.00	611792			D N	PROFESSIONAL SER	651.48475.0446
	VENDOR TOTAL	78.00	*CHECK TOTAL					
NATIONWIDE GLASS OF WILL								
33704	07/11/12 REPL. GLASS FOR LT BOX	121.73	26280			D N	GENERAL SUPPLIES	101.41408.0229
33704	07/11/12 ADJUSTED DR CLOSER-LABOR	75.00	26284			D N	MTCE. OF STRUCTU	101.45427.0335
	VENDOR TOTAL	196.73	*CHECK TOTAL					
		196.73						
NORTHERN BUSINESS PRODUC								
33705	07/11/12 OFFICE SUPPLIES	130.44	464335-0			D N	OFFICE SUPPLIES	741.48001.0220
NORTHERN FACTORY SALES								
33706	07/11/12 1ST HALF TAX ABATEMENT	579.00	1257219-00			D N	REFUNDS AND REIM	101.41428.0882
NORTHERN STATES SUPPLY								
33707	07/11/12 PROTECTIVE EYE WEAR	35.46	852158			D N	SUBSISTENCE OF P	101.43425.0227
33707	07/11/12 PARTS FOR RICE POOL	10.89	852738			D N	MTCE. OF OTHER I	101.43425.0226

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NORTHERN STATES SUPPLY 000585
33707 07/11/12 PARTS FOR RICE POOL
33707 07/11/12 MARKING PAINT
33707 07/11/12 BATTERIES/SUPPLIES
33707 07/11/12 INSTANT COLD GALVANIZE
33707 07/11/12 CABLE TIES
33707 07/11/12 HORSESHOE COURT REPAIR
33707 07/11/12 RESTROOM REPAIR-PARTS
33707 07/11/12 PARTS FOR MTCE TRUCK
33707 07/11/12 SPANNER WRENCH
VENDOR TOTAL

MTCE. OF OTHER I 101.43425.0226
GENERAL SUPPLIES 412.48451.0229
GENERAL SUPPLIES 101.45432.0229
INVENTORIES-MDSE 101.125000
GENERAL SUPPLIES 101.43425.0229
MTCE. OF OTHER I 101.43425.0226
MTCE. OF STRUCTU 101.43425.0225
MTCE. OF EQUIPME 101.43425.0224
SMALL TOOLS 101.43425.0221

*CHECK TOTAL

O'REILLY AUTOMOTIVE INC 000650

33708 07/11/12 BATTERY
33708 07/11/12 SUPPLIES
33708 07/11/12 BATTERY
33708 07/11/12 CITY SALES TAX
VENDOR TOTAL

1528-157752
1528-159782
1528-160902
1528-160902
*CHECK TOTAL

INVENTORIES-MDSE 101.125000
GENERAL SUPPLIES 101.43425.0229
INVENTORIES-MDSE 101.125000
SALES TAX PAYABL 101.206000

PERKINS LUMBER CO INC 000604

33709 07/11/12 CONCRETE-DISC GOLF CRSE
33709 07/11/12 CONCRETE-DISC GOLF CRSE
33709 07/11/12 CONCRETE-DISC GOLF CRSE
33709 07/11/12 CONCRETE FRAMING MAT'L
33709 07/11/12 CONCRETE-DISC GOLF CRSE
33709 07/11/12 CONCRETE-DISC GOLF CRSE
33709 07/11/12 CONCRETE FRAMING MAT'L
33709 07/11/12 BOARDED UP HOUSE
33709 07/11/12 FOAM-1ST ST BRIDGE
33709 07/11/12 WOOD-MILLER PARK SIGN
33709 07/11/12 CONCRETE-CATCH BASINS
33709 07/11/12 CONCRETE-CATCH BASINS
VENDOR TOTAL

MTCE. OF OTHER I 101.43425.0226
MTCE. OF OTHER I 101.43425.0226
MTCE. OF OTHER I 101.43425.0226
GENERAL SUPPLIES 101.43425.0229
MTCE. OF OTHER I 101.43425.0226
MTCE. OF OTHER I 101.43425.0226
GENERAL SUPPLIES 101.43425.0229
MTCE. OF OTHER I 101.43425.0226
MTCE. OF OTHER I 101.43425.0226
MTCE. OF OTHER I 101.43425.0226

*CHECK TOTAL

PEST PRO II

33710 07/11/12 PROFESSIONAL SERVICES

11743

PROFESSIONAL SER 101.45435.0446

PETE'S COMMUNICATIONS 000610

33711 07/11/12 REPL. STROBE LTS-PARTS
33711 07/11/12 REPL. STROBE LTS-LABOR
33711 07/11/12 REPL. SIREN BATTERIES
33711 07/11/12 CK SIREN ACTIVATION CTLS
33711 07/11/12 CHECKED FIRECOM-LABOR
VENDOR TOTAL

0051534
0051534
0051541
0051542
51457/51537
*CHECK TOTAL

MTCE. OF EQUIPME 101.42411.0224
MTCE. OF EQUIPME 101.42411.0334
CIVIL DEFENSE 101.42428.0809
CIVIL DEFENSE 101.42428.0809
MTCE. OF EQUIPME 101.42412.0334

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PRINT MASTERS 33712 07/11/12 VEHICLE LETTERING/DECALS 000624	64.13		168029		D N	INVENTORIES-MDSE	101.125000
QUILL CORPORATION 33713 07/11/12 OFFICE SUPPLIES 000635	121.86		4056564		D N	OFFICE SUPPLIES	101.42411.0220
33713 07/11/12 OFFICE SUPPLIES	4.45		4101047		D N	OFFICE SUPPLIES	101.42411.0220
VENDOR TOTAL	126.31	*CHECK	TOTAL				
REINER CONTRACTING INC 33714 07/11/12 ORTONBLAD/AREY'S DECO 002845	27,174.36		1109/EST. 6		D N	CONTRACTS PAYABL	432.207109
RIDGEWATER COLLEGE 33715 07/11/12 CPR/FIRST AID TRAINING 001136	1,200.00		00159202		D N	SAFETY PROGRAM	101.42428.0817
RIDLER/JENNIFER 33716 07/11/12 POOL PARTY SUPPLIES .01578	9.99		061712		D N	GENERAL SUPPLIES	101.45437.0229
33716 07/11/12 POOL PARTY SUPPLIES	16.41		062512		D N	GENERAL SUPPLIES	101.45437.0229
VENDOR TOTAL	26.40	*CHECK	TOTAL				
RINK SYSTEMS INC 33717 07/11/12 COMPRESSOR PARTS 000856	586.22		1100932		D N	MTCE. OF EQUIPME	101.45433.0224
ROTARY CLUB OF WILLMAR 33718 07/11/12 QUARTERLY MEALS 000829	104.00		372		D N	SUBSISTENCE OF P	101.41400.0227
33718 07/11/12 MN ORCHESTRA LUNCHEON	15.00		372		D N	SUBSISTENCE OF P	101.41400.0227
33718 07/11/12 QUARTERLY DUES JUL-SEP	35.00		372		D N	SUBSCRIPTIONS AN	101.41400.0443
VENDOR TOTAL	154.00	*CHECK	TOTAL				
ROTH CHEVROLET 33719 07/11/12 #067051 REPAIR-PARTS 000652	458.97		02973		D N	MTCE. OF EQUIPME	101.42411.0224
33719 07/11/12 #067051 REPAIR-LABOR	495.00		02973		D N	MTCE. OF EQUIPME	101.42411.0334
VENDOR TOTAL	953.97	*CHECK	TOTAL				
RULE TIRE SHOP 33720 07/11/12 TIRES 000665	582.85		53485		D N	MTCE. OF EQUIPME	101.45433.0224
33720 07/11/12 INST. TIRES/BAL. WHEELS	39.96		53485		D N	MTCE. OF EQUIPME	101.45433.0334
33720 07/11/12 TIRES	724.68		53501		D N	INVENTORIES-MDSE	101.125000
33720 07/11/12 TIRE REPAIR-PARTS	16.03		53556		D N	MTCE. OF EQUIPME	651.48476.0224
33720 07/11/12 TIRE REPAIR-LABOR	22.50		53556		D N	MTCE. OF EQUIPME	651.48476.0334
33720 07/11/12 LAWN MOWER TUBES	218.24		53700		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	1,604.26	*CHECK	TOTAL				
SAND ELECTRIC 33721 07/11/12 REPL. BALLASTS 000678	503.77		2741		D N	MTCE. OF STRUCTU	101.45435.0335

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SERVICE CENTER/CITY OF W 000685								
33722 07/11/12	GAS-79.3 GALLONS	271.09		STMT/6-12		D N	MOTOR FUELS AND	101.41402.0222
33722 07/11/12	GAS-13.8 GALLONS	48.10		STMT/6-12		D N	MOTOR FUELS AND	101.41408.0222
33722 07/11/12	GAS-2060.7 GALLONS	7,054.08		STMT/6-12		D N	MOTOR FUELS AND	101.42411.0222
33722 07/11/12	EQUIPMENT REPAIR-OIL	27.20		STMT/6-12		D N	MOTOR FUELS AND	101.42411.0222
33722 07/11/12	EQUIPMENT REPAIR-PARTS	482.49		STMT/6-12		D N	MTCE. OF EQUIPME	101.42411.0224
33722 07/11/12	DIESEL-142.3 GALLONS	455.90		STMT/6-12		D N	MOTOR FUELS AND	101.42412.0222
33722 07/11/12	DIESEL-106.7 GALLONS	363.87		STMT/6-12		D N	MOTOR FUELS AND	101.42412.0222
33722 07/11/12	GAS-57.7 GALLONS	196.70		STMT/6-12		D N	MOTOR FUELS AND	101.43417.0222
33722 07/11/12	DIESEL-1625.9 GALLONS	5,628.86		STMT/6-12		D N	MOTOR FUELS AND	101.43425.0222
33722 07/11/12	GAS-1161.3 GALLONS	3,955.60		STMT/6-12		D N	MOTOR FUELS AND	101.43425.0222
33722 07/11/12	EQUIPMENT REPAIR-OIL	135.70		STMT/6-12		D N	MTCE. OF EQUIPME	101.43425.0224
33722 07/11/12	EQUIPMENT REPAIR-PARTS	2,740.48		STMT/6-12		D N	MOTOR FUELS AND	101.43430.0222
33722 07/11/12	DIESEL-133.7 GALLONS	427.15		STMT/6-12		D N	MOTOR FUELS AND	101.43430.0222
33722 07/11/12	GAS-19.8 GALLONS	70.49		STMT/6-12		D N	MOTOR FUELS AND	101.45433.0222
33722 07/11/12	DIESEL-14 GALLONS	41.16		STMT/6-12		D N	MOTOR FUELS AND	101.45433.0222
33722 07/11/12	GAS-42.2 GALLONS	141.37		STMT/6-12		D N	MOTOR FUELS AND	101.48474.0222
33722 07/11/12	GAS-13.98 GALLONS	46.84		STMT/6-12		D N	MOTOR FUELS AND	101.48475.0222
33722 07/11/12	GAS-9.32 GALLONS	31.22		STMT/6-12		D N	MOTOR FUELS AND	101.48475.0222
33722 07/11/12	DIESEL-137.4 GALLONS	423.06		STMT/6-12		D N	MOTOR FUELS AND	101.48475.0222
	VENDOR TOTAL	22,541.36		*CHECK TOTAL				
		22,541.36						
SERVICEMASTER PROF. SERV 000687								
33723 07/11/12	PROF. BLDG MAINTENANCE	1,690.41		82276		D N	MTCE. OF STRUCTU	101.41408.0335
33723 07/11/12	PROF. BLDG MAINTENANCE	1,690.41		82276		D N	MTCE. OF STRUCTU	101.45435.0335
	VENDOR TOTAL	3,380.82		*CHECK TOTAL				
		3,380.82						
SIoux VALLEY ENVIRONMENT 000016								
33724 07/11/12	LAB PH METER	339.08		8327		D N	SMALL TOOLS	651.48474.0221
33724 07/11/12	LAB PH METER	226.06		8327		D N	SMALL TOOLS	651.48475.0221
	VENDOR TOTAL	565.14		*CHECK TOTAL				
		565.14						
SOMALI WOMEN .01856								
33725 07/11/12	STREET CLOSURE PERMIT	50.00		070912		D N	DEPOSITS	101.230000
SOUTHWEST MN CHAPTER OF 001282								
33726 07/11/12	KARDELL-SEMINAR REGIS.	10.00		070212		D N	TRAVEL-CONF.-SCH	101.41402.0333
33726 07/11/12	ROSEMEIER-SEMINAR REGIS.	10.00		070212		D N	TRAVEL-CONF.-SCH	101.41402.0333
	VENDOR TOTAL	20.00		*CHECK TOTAL				
		20.00						
ST CROIX RECREATION CO I 000673								
33727 07/11/12	PLAY EQUIP REPAIR-PARTS	12.32		17361		D N	MTCE. OF OTHER I	101.43425.0226
STACY'S NURSERY INC 000706								
33728 07/11/12	COMM. GARDEN SUPPLIES	13.88		7160		D N	GENERAL SUPPLIES	101.45435.0229

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STATEWIDE DISTRIBUTING I 000718 33729 07/11/12 CONCESSION SUPPLIES	127.10		094848		D N	GENERAL SUPPLIES	101.45433.0229
STEIN'S INC 000720 33730 07/11/12 CLEANING SUPPLIES	883.17		641825		D N	CLEANING AND WAS	101.45437.0228
33730 07/11/12 CLEANING SUPPLIES	54.09		642451-1		D N	CLEANING AND WAS	101.43425.0228
33730 07/11/12 CLEANING SUPPLIES	539.59		643508		D N	CLEANING AND WAS	101.43425.0228
33730 07/11/12 CLEANING SUPPLIES	54.09		643508-1		D N	CLEANING AND WAS	101.43425.0228
VENDOR TOTAL	1,530.94	*CHECK TOTAL					
1,530.94							
SURPLUS WAREHOUSE INC 000728 33731 07/11/12 4 TON PULLEY BLOCK	6.41		062612		D N	SMALL TOOLS	651.48474.0221
SW - WEST CNTRL SERVICES 000892 33732 07/11/12 HEALTH INSURANCE-AUGUS 3,152.63			C254		D N	EMPLOYER INSUR.	101.41400.0114
33732 07/11/12 HEALTH INSURANCE-AUGUS 4,749.00			C254		D N	EMPLOYER INSUR.	101.41402.0114
33732 07/11/12 HEALTH INSURANCE-AUGUS 3,103.50			C254		D N	EMPLOYER INSUR.	101.41403.0114
33732 07/11/12 HEALTH INSURANCE-AUGUS 1,564.50			C254		D N	EMPLOYER INSUR.	101.41404.0114
33732 07/11/12 HEALTH INSURANCE-AUGUS 6,207.00			C254		D N	EMPLOYER INSUR.	101.41405.0114
33732 07/11/12 HEALTH INSURANCE-AUGUS 1,302.00			C254		D N	EMPLOYER INSUR.	101.41408.0114
33732 07/11/12 HEALTH INSURANCE-AUGUS 3,103.50			C254		D N	EMPLOYER INSUR.	101.41409.0114
33732 07/11/12 HEALTH INSURANCE-AUGUST 450.37			C254		D N	EMPLOYER INSUR.	101.41424.0114
33732 07/11/12 HEALTH INSURANCE-AUGUS 9,739.50			C254		D N	RETIRED EMPLOYEE	101.41428.0818
33732 07/11/12 HEALTH INSURANCE-AUGU 28,258.46			C254		D N	INS. PASS THROUG	101.41428.0819
33732 07/11/12 HEALTH INSURANCE-AUGU 40,824.50			C254		D N	EMPLOYER INSUR.	101.42411.0114
33732 07/11/12 HEALTH INSURANCE-AUGUS 4,254.80			C254		D N	EMPLOYER INSUR.	101.42412.0114
33732 07/11/12 HEALTH INSURANCE-AUGUS 3,664.50			C254		D N	EMPLOYER INSUR.	101.43417.0114
33732 07/11/12 HEALTH INSURANCE-AUGU 20,511.50			C254		D N	EMPLOYER INSUR.	101.43425.0114
33732 07/11/12 HEALTH INSURANCE-AUGUS 1,224.50			C254		D N	EMPLOYER INSUR.	101.43425.0114
33732 07/11/12 HEALTH INSURANCE-AUGUS 4,954.00			C254		D N	EMPLOYER INSUR.	101.45433.0114
33732 07/11/12 HEALTH INSURANCE-AUGUST 651.00			C254		D N	EMPLOYER INSUR.	101.45437.0114
33732 07/11/12 HEALTH INSURANCE-AUGUS 2,217.24			C254		D N	EMPLOYER INSUR.	101.45437.0114
33732 07/11/12 HEALTH INSURANCE-AUGU 12,217.50			C254		D N	EMPLOYER INSUR.	207.45001.0114
33732 07/11/12 HEALTH INSURANCE-AUGUS 1,302.00			C254		D N	EMPLOYER INSUR.	651.48484.0114
33732 07/11/12 HEALTH INSURANCE-AUGUS 1,302.00			C254		D N	EMPLOYER INSUR.	651.48485.0114
VENDOR TOTAL	154,764.00	*CHECK TOTAL					651.48486.0114
154,764.00							
TERMINAL SUPPLY CO 001974 33733 07/11/12 SOLENOIDS/SWITCHES/CONNE 127.66			45168-00		D N	INVENTORIES-MDSE	101.125000
33733 07/11/12 WARNING BEACONS 571.00			45168-01		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	698.66	*CHECK TOTAL					
698.66							
THOMAS TOOL AND SUPPLY I 001530 33734 07/11/12 ASPHALT/BLOCK BLADE 85.45			257737		D N	SMALL TOOLS	101.43425.0221

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
TIGER OAK PUBLICATIONS I 002283 33735 07/11/12 MN MTG & EVENTS AD	1,537.50		2012-70932		D N	OTHER CHARGES	208.45008.0449
TIGER OAK PUBLICATIONS I 000747 33736 07/11/12 REMOVE/INST. TIRE-PARTS	4.28		223416		D N	MTCE. OF EQUIPME	101.42411.0224
33736 07/11/12 REMOVE/INST. TIRE-LABOR	52.00		223416		D N	MTCE. OF EQUIPME	101.42411.0334
VENDOR TOTAL	56.28	*CHECK TOTAL					
TOSHIBA FINANCIAL SERVIC 000218 33737 07/11/12 COPIER LEASE AGRMT	120.77		070512		D N	RENTS	101.42412.0440
TRAVEL GUIDES FREE 002717 33738 07/11/12 TRAVEL GUIDE AD	299.97		15106		D N	OTHER CHARGES	208.45010.0449
USA BLUE BOOK 001258 33739 07/11/12 ROPE GRAB KIT	228.82		698694		D N	GENERAL SUPPLIES	651.48474.0229
33739 07/11/12 ROPE GRAB KIT	152.55		698694		D N	GENERAL SUPPLIES	651.48475.0229
VENDOR TOTAL	381.37	*CHECK TOTAL					
VIKING COCA-COLA BOTTLIN 000777 33740 07/11/12 CONCESSION SUPPLIES	1,133.34		0025416347		D N	GENERAL SUPPLIES	101.45437.0229
33740 07/11/12 CONCESSION SUPPLIES	73.74		0025416716		D N	GENERAL SUPPLIES	101.45437.0229
33740 07/11/12 CONCESSION SUPPLIES	30.00		0025424925		D N	GENERAL SUPPLIES	101.45433.0229
33740 07/11/12 CONCESSION SUPPLIES	325.75CR		0025424926		D N	GENERAL SUPPLIES	101.45433.0229
33740 07/11/12 CONCESSION SUPPLIES	85.00		0025425202		D N	GENERAL SUPPLIES	101.45433.0229
33740 07/11/12 CONCESSION SUPPLIES	525.00		0025425305		D N	GENERAL SUPPLIES	101.45433.0229
33740 07/11/12 CONCESSION SUPPLIES	320.62		4481		D N	GENERAL SUPPLIES	101.45437.0229
33740 07/11/12 CONCESSION SUPPLIES	42.12CR		527670		D N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	1,799.83	*CHECK TOTAL					
WEST CENTRAL COMMUNICATI 000796 33741 07/11/12 WCC FILING FEE	60.00		0731525		D N	LICENSES AND TAX	651.48474.0445
33741 07/11/12 INST. ANTENNAS ON PICKUP	88.86		073153S		D N	MTCE. OF EQUIPME	101.43425.0224
33741 07/11/12 INST. ANTENNAS ON PICKUP	82.00		073153S		D N	MTCE. OF EQUIPME	101.43425.0334
VENDOR TOTAL	230.86	*CHECK TOTAL					
WEST CENTRAL INDUSTRIES 000801 33742 07/11/12 LAWN MAINTENANCE	76.95		00033714		D N	MTCE. OF OTHER I	101.45437.0336
33742 07/11/12 LAWN MAINTENANCE	153.90		00033941		D N	MTCE. OF OTHER I	101.45437.0336
33742 07/11/12 LAWN MAINTENANCE	144.92		00034074		D N	GENERAL SUPPLIES	412.48451.0229
33742 07/11/12 LATH BUNDLES	107.73		00034079		D N	GENERAL SUPPLIES	101.42411.0229
33742 07/11/12 LATH BUNDLES	115.43		00034165		D N	MTCE. OF OTHER I	101.45437.0336
33742 07/11/12 LAWN MAINTENANCE	598.93		00034165		D N	MTCE. OF OTHER I	101.45437.0336
VENDOR TOTAL	598.93	*CHECK TOTAL					

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WEST CENTRAL TRIBUNE 33743 07/11/12 NOTICE PUBLISHED 000807	35.88	CL03040000		D N	PRINTING AND PUB	101.41401.0331
33743 07/11/12 ORDINANCE PUBLISHED	358.80	CL03040042		D N	PRINTING AND PUB	101.41401.0331
33743 07/11/12 RESOLUTION PUBLISHED	347.76	DI03070955		D N	PRINTING AND PUB	101.41401.0331
33743 07/11/12 RESOLUTION PUBLISHED	662.40	DI03070956		D N	PRINTING AND PUB	101.41401.0331
33743 07/11/12 COUNCIL PROCEEDINGS PUB.	496.80	DI03070957		D N	PRINTING AND PUB	101.41401.0331
33743 07/11/12 GRANDE DAY PARADE AD	365.56	36787/6-12		D N	ADVERTISING	207.45001.0447
VENDOR TOTAL	2,267.20	*CHECK TOTAL				
WEST CENTRAL TROPHIES 33744 07/11/12 ENGRAVING-20 YR BOARD 000808	12.00	16961		D N	PROFESSIONAL SER	101.42412.0446
WILLMAR BUS SERVICE 33745 07/11/12 BUS SERVICE 000813	46.60	12-0105		D N	OTHER CHARGES	101.45435.0449
WILLMAR CHAMBER OF COMME 33746 07/11/12 DIRECTOR SALARY 000812	3,785.26	STMT/6-12		D N	SALARIES-REG. EM	208.45005.0110
33746 07/11/12 ASSISTANT SALARY	1,856.23	STMT/6-12		D N	SALARIES-REG. EM	208.45005.0110
33746 07/11/12 FICA & INSURANCE	1,013.14	STMT/6-12		D N	EMPLOYER PENSION	208.45005.0113
33746 07/11/12 IRA CONTRIBUTION	163.56	STMT/6-12		D N	EMPLOYER PENSION	208.45005.0113
33746 07/11/12 STATE UNEMPLOYMENT TAX	99.43	STMT/6-12		D N	EMPLOYER PENSION	208.45005.0113
33746 07/11/12 FEDERAL UNEMPLOYMENT TAX	24.07	STMT/6-12		D N	EMPLOYER PENSION	208.45005.0113
33746 07/11/12 MN WORKFORCE FEE	20.53	STMT/6-12		D N	EMPLOYER PENSION	208.45005.0113
33746 07/11/12 PHOTO COPIES-JUNE	29.44	STMT/6-12		D N	OFFICE SUPPLIES	208.45005.0220
33746 07/11/12 PAYROLL/FLEX FEE	54.38	STMT/6-12		D N	OTHER SERVICES	208.45005.0339
33746 07/11/12 OFFICE RENT-JUNE	626.61	STMT/6-12		D N	RENTS	208.45005.0440
33746 07/11/12 INTERNET-2ND QUARTER	148.88	36600		D N	COMMUNICATIONS	208.45005.0330
33746 07/11/12 WORKER'S COMP ADJUSTMENT	38.48	36601		D N	EMPLOYER PENSION	208.45005.0113
33746 07/11/12 MAIL PICKUP FEE-MAY	50.00	36602		D N	POSTAGE	208.45005.0223
VENDOR TOTAL	7,910.01	*CHECK TOTAL				
WILLMAR WATER & SPAS 33747 07/11/12 DRINKING WATER 000831	21.45	WO#		D N	SUBSISTENCE OF P	651.48474.0227
33747 07/11/12 DRINKING WATER	14.30	WO#		D N	SUBSISTENCE OF P	651.48475.0227
33747 07/11/12 WTR PURIFIER RENTAL-JUN	37.41	12-06		D N	RENTS	101.41408.0440
33747 07/11/12 DRINKING WATER	66.15	25915		D N	SUBSISTENCE OF P	651.48474.0227
33747 07/11/12 DRINKING WATER	44.10	25915		D N	SUBSISTENCE OF P	651.48475.0227
33747 07/11/12 DRINKING WATER	25.00	26105		D N	SUBSISTENCE OF P	651.48474.0227
33747 07/11/12 DRINKING WATER	69.90	26120		D N	SUBSISTENCE OF P	651.48474.0227
33747 07/11/12 DRINKING WATER	46.60	26120		D N	SUBSISTENCE OF P	651.48475.0227
33747 07/11/12 DRINKING WATER	14.00	26643		D N	SUBSISTENCE OF P	101.41408.0227
33747 07/11/12 SOFTENER SALT	13.15	26643		D N	GENERAL SUPPLIES	101.41408.0229
33747 07/11/12 DRINKING WATER	51.00	26645		D N	SUBSISTENCE OF P	651.48474.0227
33747 07/11/12 DRINKING WATER	34.00	26645		D N	SUBSISTENCE OF P	651.48474.0227
33747 07/11/12 DRINKING WATER	18.75	26837		D N	SUBSISTENCE OF P	651.48474.0227
33747 07/11/12 DRINKING WATER	12.50	26837		D N	SUBSISTENCE OF P	651.48474.0227

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VENDOR NAME AND NUMBER		CHECK# DATE DESCRIPTION		AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WILLMAR WATER & SPAS		000831		19.35		26930			SUBSISTENCE OF P	651.48474.0227
33747 07/11/12 DRINKING WATER				12.90		26930		D N	SUBSISTENCE OF P	651.48474.0227
33747 07/11/12 DRINKING WATER				69.30		27010		D N	SUBSISTENCE OF P	651.48474.0227
33747 07/11/12 DRINKING WATER				46.20		27010		D N	SUBSISTENCE OF P	651.48474.0227
33747 07/11/12 DRINKING WATER				7.00		27156		D N	SUBSISTENCE OF P	101.41408.0227
33747 07/11/12 DRINKING WATER				17.53		27156		D N	GENERAL SUPPLIES	101.41408.0229
33747 07/11/12 SOFTENER SALT				110.04		64150		D N	MTCE. OF OTHER I	651.48474.0226
33747 07/11/12 CHEMICAL HOSE/FITTINGS				73.36		64150		D N	MTCE. OF OTHER I	651.48474.0226
33747 07/11/12 CHEMICAL HOSE/FITTINGS				823.99						
VENDOR TOTAL				823.99		*CHECK TOTAL				
WM MUELLER & SONS INC		002544		2,158.34		175829		D N	MTCE. OF OTHER I	101.43425.0226
33748 07/11/12 TACK OIL-STREET PATCHI										
YANISH/FRANK		002874		394.67		452		D N	TRAVEL-CONF.-SCH	101.41401.0333
33749 07/11/12 LMC ANNUAL CONFERENCE										
ZEE MEDICAL SERVICE		000839		140.32		54168384		D N	SUBSISTENCE OF P	101.41408.0227
33750 07/11/12 FIRST AID SUPPLIES										

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VENDOR NAME AND NUMBER
CHECK# DATE DESCRIPTION
REPORT TOTALS:

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AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M ACCOUNT NAME	ACCOUNT
2,408,036.95					

RECORDS PRINTED - 000471

FUND RECAP:	
FUND	DESCRIPTION
101	GENERAL FUND
207	W.R.A.C. - 8
208	CONVENTION & VISITORS BUREAU
295	COMMUNITY INVESTMENT
310	D.S. - 2010 BOND
312	D.S. - 2012 BOND
411	S.A.B.F. - #2011
412	S.A.B.F. - #2012
432	C.P. - WASTE TREATMENT
450	CAPITAL IMPROVEMENT FUND
651	WASTE TREATMENT
741	OFFICE SERVICES
998	GENERAL LONGTERM DEBT
TOTAL ALL FUNDS	

DISBURSEMENTS	
506,444.23	
3,319.26	
13,624.66	
2,000.00	
3,000.00	
1,000.00	
15,210.04	
139,047.24	
32,056.54	
657,359.38	
435,638.54	
215.06	
599,122.00	
2,408,036.95	

BANK RECAP:	
BANK	NAME
HERT	HERITAGE BANK
TOTAL ALL BANKS	

DISBURSEMENTS	
2,408,036.95	
2,408,036.95	

ORDINANCE NO. _____

AN ORDINANCE CREATING A NEW CHAPTER 5,
ARTICLE V, SPECIAL ASSESSMENTS

The City Council of the City of Willmar hereby ordains as follows:

SECTION 5-88. IMPROVEMENT COSTS ELIGIBLE FOR SPECIAL ASSESSMENT.

All costs related to public improvements are eligible for special assessment against real property in the city to the greatest extent authorized by Minn. Stat. ch. 429 and other state and local laws and regulations. Costs may include, but are not limited to, the cost of all necessary site preparation, construction, and restoration work, plus engineering, legal, administrative, financing and other contingent costs, including acquisition of right-of-way and other property.

SECTION 5-89. DISCRETIONARY DEFERMENT.

- (a) In certain limited circumstances, the Council has discretion to defer special assessments for future collection. In these circumstances, assessments are adopted and certified to the county auditor but are not collected until a specified time or until the occurrence of a specified event. All deferred assessments constitute liens on the property assessed until the assessments are paid. The Council shall determine, by ordinance or resolution, the amount of interest on deferred assessments and (1) whether it must be paid annually during the period of deferment at the same times as the principal installments would have been payable if not deferred, or (2) whether interest for the period of deferment should be added to the principal amount of the assessment when it becomes payable, or (3) whether, if so provided in the resolution levying the assessment, interest thereon to December 31 of the year before the first installment is payable will be forgiven.

There are two types of discretionary deferrals:

1. *Senior citizen, disability, active military service, and other hardship deferrals.* The Council may defer special assessments for certain senior citizens, people with disabilities, and members of the military, as allowed by Minn. Stat. §§ 435.193 to 435.195 and subject to the following rules.
 - a. The Council may, in its discretion, defer the payment of special assessments against any homestead property if:
 - (1) It is owned by a person 65 or older; or
 - (2) It is owned by a person who is retired by virtue of a permanent and total disability; or

- (3) It is owned by a member of the Minnesota National Guard or other military reserves who has been ordered into active military service; or
- (4) There is a hardship on the basis of exceptional and unusual circumstances not covered by other standards and guidelines, where the determination is made in a nondiscriminatory manner and does not give the applicant an unreasonable preference or advantage over other applicants;

provided that, in each such case, the Council has determined that it would be a hardship for the owner to make the payments. Under subsection 4 above, the Council may limit the deferment to one year or to a limited period of years, and may require regular verification by the applicant of the continuation of the exceptional and unusual circumstances that justify the deferment.

- b. If an applicant for deferral falls into one of the foregoing categories, hardship shall be determined based upon the applicant meeting one or more of the following conditions:
 - (1) Gross household income is at or under United States Department of Housing and Urban Development (HUD) very low income limits, adjusted for the year and household size.
 - (2) Unusually high medical expenses relative to income.
 - (3) Other conditions found by the Council to justify deferment.
- c. Except as otherwise expressly determined by the Council in the resolution approving deferment, a hardship deferment ends and all accumulated amounts (including applicable interest, if any) become due:
 - (1) Upon the death of the owner if the spouse is not otherwise eligible for deferment;
 - (2) Upon the sale, transfer or subdivision of any part of the property;
 - (3) Upon loss of homestead status; or

- (4) Upon the Council's determination that immediate or partial payment would impose no hardship.

2. *Unimproved property.* The Council may, in its discretion, defer special assessments against unimproved property as allowed by Minn. Stat. § 429.061, subd. 2. Payment of the first installment of any assessment levied upon unimproved property may, in the Council's discretion, be deferred until a designated future year or until the platting of the property or the construction of improvements thereon, upon such terms and conditions and based upon such standards and criteria as may be provided by resolution of the Council. When such an assessment becomes payable, it must be divided into a number of installments such that the last installment thereof will be payable not more than 30 years after the levy of the assessment.

- (b) *Procedure.* A person seeking deferment must be the owner of the property, and shall make application to the City Clerk on forms prescribed by the City. An application shall be made not later than October 1 in the year the assessment was adopted. The city administrator or his/her designee shall review applications for deferral of special assessments to determine eligibility under this section and shall make a written report to the Council not later than October 15 in the year the assessment was adopted. The report shall contain a recommendation on whether the deferment should be granted, and a recommended interest rate on any deferred assessment. A copy of the report shall be mailed to or given to the applicant by the City Clerk. The Council shall make the final determination on whether to grant a deferment not later than October 21. If a deferment is granted, the City Clerk shall make the proper certification to the County Recorder which shall set forth the amount of the assessment and the amount of interest, if any, pursuant to Minn. Stat. § 435.194.

Passed by the City Council of the City of Willmar this 2nd day of July, 2012.

ATTEST:

Charlene Stevens, Administrator

Frank Yanish, Mayor

VOTE: X AHMANN X ANDERSON X CHRISTIANSON X DEBLIECK
 X DOKKEN X FAGERLIE X JOHNSON X REESE

EFFECTIVE DATE: This Ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: Anderson

This Ordinance introduced on: July 2, 2012

This Ordinance published on: July 7, 2012

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, JULY 9, 2012**

The Finance Committee of the Willmar City Council met at 5:00 p.m. on Monday, July 9, 2012, in the Willmar Municipal Utilities Auditorium. Chair Denis Anderson called the meeting to order.

Members Present:	Denis Anderson Chair
	Rick Fagerlie Vice Chair
	Jim Dokken Member
	Tim Johnson Member
	Steve Okins City Finance Director
	Charlene Stevens City Administrator

Others present included Mayor Frank Yanish; Council Member Ron Christianson; and David Little, West Central Tribune.

Item No. 1 – Draft Fund Balance Policy Discussion (Information Only)

Staff presented a draft Fund Balance Policy for Discussion. As part of the presentation, staff reviewed and explained various sections of the policy. The various sections reviewed dealt with the Classification of Fund Balances/Procedures, Stabilization Arrangements, Monitoring and Reporting, Governmental Fund Definitions, Enterprise Fund Equity, Other Policy Considerations and the Reporting Requirements.

The three main areas explained to the committee were the Classification section which explained the 5 different types; Nonspendable, Restricted, Committed, Assigned and Unassigned, the Governmental Fund Definitions section outlining the General, Special Revenue, Debt Service and Capital Project Fund definitions, and the Reporting Requirements section.

After some discussion the committee directed staff to compile a report that would show how the City's past practice would be affected by the new terminology. This matter was for information only.

Item No. 2 – Reports

The committee reviewed the May Rice Trust and Rice financial reports. This matter was for information only. There being no further business to come before the Committee, the meeting was adjourned at 5:30 p.m. upon motion by Council Member Fagerlie, second by Council Member Johnson, and carried.

Respectfully submitted,



Steve Okins
Finance Director

CITY OF WILLMAR, MN

FUND BALANCE POLICY

I. PURPOSE

The purpose of this policy is to establish the specific guidelines for the level of fund balances available for current and future spending in the governmental funds. The fund balance policy addresses a minimum level of unrestricted fund balance to be maintained, how the unrestricted fund balance can be used or spent down and how that fund balance will be replenished if it falls below the minimum level. In addition, the City sets a stabilization amount for use in emergency situations or when revenue shortages or budgetary imbalances arise. The policy also addresses when fund balances will be restricted to specific purposes. For the purpose of this policy any reference to the City Administrator shall mean the City Administrator or his or her designee.

II. BACKGROUND

Government Accounting Standards Board (GASB) Statement No. 54 was enacted to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. In governmental funds, a City should identify fund balance separately between non-spendable, restricted, committed, assigned or unassigned based on the relative strength of the constraints that control how specific amounts can be spent.

Proprietary funds' equity will be managed as a separate business-like enterprise as allowed by U.S. Generally Accepted Accounting Principles (GAAP). The funds will be monitored through operations and their rate structure. Examples of Proprietary funds include Hospital, Municipal Utilities and Sewer. Proprietary fund balances will be classified as either invested in capital assets net of related debt, restricted or unrestricted.

III. CLASSIFICATION OF FUND BALANCE/PROCEDURES

1. Nonspendable

- This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventory, prepaid items, endowments and land held for resale.

2. Restricted

- Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation. Examples include bond or grant proceeds, tax increments and park dedication fees.

3. Committed

- Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.
- The City's highest level of decision making authority (City Council) will annually or as deemed necessary commit specific revenue sources for specified purposes by formal action. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period. A committed fund balance cannot be a negative number.

4. Assigned

- Amounts that are constrained by the government's intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.

5. Unassigned

- Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.
 - a. The City will maintain an unrestricted fund balance in the General fund of an amount not less than 100% of the next year's budgeted expenditures of the General fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.
 - b. If spending unrestricted fund balance in designated circumstances has reduced unrestricted fund balance to a point below the minimum targeted level, as noted above, the replenishment will be funded by property taxes (funding source) within five years (period over which replenishment will occur).

IV. STABILIZATION ARRANGEMENTS

Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise.

The City will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. The resolution will identify and describe the specific circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely.

V. MONITORING AND REPORTING

The City Council shall annually review fund balances in relation to this policy in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.

VI. GOVERNMENTAL FUND DEFINITIONS

GASB Statement 54 provides clarification of the governmental funds definitions. The definitions are added to the fund balance policy to clearly define their reporting requirements. It is also important to understand the fund classification when determining the classification of their fund balances.

General Fund – Used to account for all financial resources not accounted for in another fund.

Special Revenue Funds – Used to account for reporting the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes (other than debt service or capital projects).

- One or more specified restricted or committed revenues are the foundation for the fund (comprise a substantial portion of fund's inflows).
- Other inflows (i.e. interest and transfers) may be reported in fund, if restricted, committed or assigned to the specified purpose of the fund.
- Restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of inflows of the fund.
- Exception for specific revenue rules – General fund of Blended Component Unit (EDA).

Debt Service Funds – Used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest payments.

Capital Projects Funds – Used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital project funds exclude those types of capital related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

VII. ENTERPRISE FUND EQUITY

Enterprise funds are used to account for operations financed and operated in a manner similar to private business enterprises, where the City intends the cost of providing goods or services to the public be financed or recovered primarily through user charges. The City's enterprise funds include the Rice Memorial Hospital, Willmar Municipal Utilities and Sewer funds.

It is the City's intent to cover all operating and non-operating expenses through user charges to eliminate the impact on taxpayers. User charges will be reviewed annually to ensure adequate rates are charged for the services provided.

Enterprise funds' equity will be classified in one of the following categories:

- *Investment in Capital Assets, Net of Related Debt.* The component of net assets which is the difference between assets and liabilities of proprietary funds that consists of capital assets less both accumulated depreciation and the outstanding balance of debt that is directly attributable to the acquisition, construction or improvement of the capital assets.
- *Restricted.* The component of net assets which is the difference in assets and liabilities of proprietary funds that consist of assets with constraints placed on their use by either external parties (i.e. creditors or grantors) or through constitutional provisions or enabling legislation.
- *Unrestricted.* The difference between the assets and liabilities of proprietary funds that is not reported as Investment in Capital Assets, Net of Related Debt or Restricted net assets.

The City Council will not establish a minimum required level for equity in proprietary funds other than the funds should cover their own operating and non-operating costs.

IV. OTHER POLICY CONSIDERATIONS

The City will use all *budgetary and financial accounting options* available to maintain the minimum level of fund balance available for appropriation in the General and Special Revenue Funds. Some options available include the following items:

- A specific budgeted revenue increase (i.e. ad valorem property tax increase).

- Increase fees for services.
- Reduction of expenditures in the budget.
- Transfers from other available funds.
- Sale of capital assets.

The City Council requires positive fund balances for all governmental, proprietary and fiduciary funds, with a few exceptions. The Council will allow a negative fund balance in the following instances:

- A project may be in a developmental phase in which all appropriations have not yet been received. It is anticipated the appropriations will be received within the fiscal year or early the following fiscal year. The City Administrator will present anticipated revenue sources to the Council when a deficit occurs for this reason.
- An emergency occurred and all appropriations to pay for the emergency have not been received yet. The City Administrator will keep a current listing of anticipated revenue sources to pay for the emergency.
- Pledges for a project are expected to be received over a period of time. In this case, a long-term receivable may be recorded if the pledges are assured to be received. If the receipt of the pledges is not guaranteed, the receivable cannot be recorded. The project (fund in some cases) will carry a negative balance until all pledges are received.
- An inter-fund loan is not appropriate or not available to cover the fund deficit.

The City Administrator will report shortfalls or surpluses in the projected fund balance levels to the City Council as soon as found to be a significant impact.

If a *fund deficit* occurs, a written plan by the City Administrator to move the fund out of the deficit is required. The City Council is responsible for reviewing and approving the financial plan. The City Administrator will monitor the plan's effectiveness on a monthly basis. The City Administrator will report the plan's effectiveness to the City Council on a quarterly basis.

A *fund surplus*, above all internal and external constraints, may also occur. In this case, the Administrator will notify the City Council to discuss the circumstances of the surplus and determine whether or not the established threshold is effective. Some appropriate plans for using fund surpluses include the following items (but are not limited to):

- Move budgeted expenditure into a future year due to unforeseen circumstances.
- Fund a one-time project or project planning that would not normally be budgeted in the on-going operations of the City.

- Return unused dollars to donors.
- Transfer excess funds to another City fund to finance a project or cover a shortfall.

The City's *credit rating* for debt financing and investing will also be considered in the level of required General fund balance. The City Council may further restrict the required fund balance level to meet a higher credit rating need if possible. The City's credit rating is reviewed annually by the City Administrator, Finance Director, and bond counsel when necessary. The City Administrator shall be responsible for conducting rating reviews.

IV. REPORTING REQUIREMENTS

The City's audit firm shall provide a City presentation of the previous year's financial condition in the modified and full accrual basis of accounting after the audit is completed. Any deficiencies presented by the auditor will be followed up by the City Administrator with a written plan to comply with this policy. The audit presentation will occur before June 30th following the previous year's end.

Adopted by the Willmar City Council on this ?th day of ?, 2012.

Frank Yanish
Mayor

Carlene Stevens
City Administrator

Rice Memorial Hospital
Financial Statements
May 31, 2012

Executive Summary

May was a negative month in terms of financial performance compared to budget and in terms of actual performance. Rice generated a loss of \$70,000 from operations in May compared to budgeted operating income of \$218,000. The primary contributing factor was lower than expected Hospital inpatient activity and Home Medical activity. Hospital inpatient volumes continued to be soft compared to budget and last year as were sales and rental revenues at Home Medical. The overall net income was \$161,000 compared to budgeted net income of \$303,000. The difference relates to unrealized gains on investments due to lower market interest rates thus increasing the unrealized gains on the market value of the instruments.

May 31, 2012 Balance Sheet:

The May balance sheet showed an increase in net assets of \$131,000. Total Assets have decreased \$2.3 million while total liabilities have decreased \$2.4 million. The Total Asset decrease was due to an increase in current assets of \$53,000; a decrease in assets whose use is limited of \$467,000; a decrease in net property, plant, and equipment of \$238,000, and a decrease in other assets of \$1.6 million. The increase in current assets was due to increases in Receivables and offset by decreases in Bond Reserves and Prepaid Expenses. Although Receivables have increased during the year; improvements have been made in the revenue cycle process as evidenced with Days Outstanding decreasing from 67 last month to 61 this month. These improvements have resulted in an improvement in the cash position thus mitigating the need for a line of credit borrowing. Assets whose use is limited decreased due to the refunding of the 2002 Bond Issue which resulted in decreased investments in the reserve funds but offset some by an increase in the Rice Trust Endowment. Net Property, Plant, and Equipment decreased due to depreciation expense greater than capital expenditures. Other Assets have decreased due to decreases in unrestricted or general investments and Deferred Debt Acquisition costs and offset by an increase in the investment in Willmar Medical Services. Cash & General Investments have decreased \$2.2 million since December 31, 2011 due to poor operating performance and an increase in outstanding receivables. However, this is a \$1.2 million improvement from the prior month.

May 2012 Results:

The overall net operating loss was \$70,000 compared to budgeted operating income of \$218,000 and compared to last year's operating income of \$736,000. Patient revenues were \$1.0 million (5.6%) less than budget for the month and 4.0% less than the prior year. Hospital revenues were less than budget with inpatient revenues 24.7% less than budget and outpatient revenues 4.2% greater than budget. Inpatient revenues were driven by the decreased census and lower than anticipated inpatient surgeries. Outpatient revenue variances were the result of increased outpatient surgeries and medical imaging activity. Work has commenced with McGladrey for revenue cycle issues of which this will be completed later this summer. Revenues at the Care Center were up by 22.5% due to increased therapy services provided to the residents. Rice recently partnered and

outsourced all therapy services at the Care Center which increased access and availability of therapy staff. This should have a positive impact to resident care for both long-term and short-term residents. Home Medical revenues continued to be off from budget due to the slower than anticipated hiring of sales staff. The regional account representative position for Redwood Falls is still open.

Consolidated deductions from revenue were \$593,000 (6.7%) less than budget and when netted against total patient revenues yielded a negative net patient revenue variance of \$407,000 (4.6%). Rice completed its submission of the 2011 Medicare Cost Report which indicated additional funds (\$150,000) was due Rice for 2011 activity of which this was booked in May's activity. The Hospital's reimbursement rate for the month was 47.89% compared to a budget of 47.50%; a positive variance of \$59,000.

Other operating revenues were \$24,000 (1.6%) greater than budget due to higher profitability at Willmar Medical Services (WMS). WMS activity at Rice was less than budget by \$73,000 (4.0%) due to decreased Radiation Oncology revenues. Total operating revenues were \$8.3 million or \$309,000 (3.6%) less than budget and \$263,000 (3.1%) less than last year.

Net Expenses were \$8.3 million which was \$20,000 (0.2%) less than budget. Expenses were mixed for the month with Salaries \$126,000 (3.3%) less than budget due to decreased activity and vacancies which was offset by Contract Labor which was \$112,000 greater than budget. Contract Labor variances were due to Hospital and Care Center therapy services contracts. Benefits were \$28,000 (2.4%) greater than budget due to higher than anticipated health insurance costs for the month. Supplies were \$30,000 (2.9%) less than budget due lower activity at Home Medical but offset by increases in Surgery, Blood Bank, Pathology, and Materials. Drugs were \$29,000 (5.6%) less than budget due to lower inpatient activity. Purchased Services were \$76,000 (13.0%) less due to lower costs in Administration and Hospice and a reclassification of Epic costs which have been capitalized but were previously expensed. Repairs were \$77,000 (25.6%) lower due to Medical Imaging, Radiation, Patient Accounting, and Maintenance costs lower than expected. Utilities were \$12,000 (9.8%) less than budget due to mild weather while Insurance was slightly less than budget by \$1,400. Patient Related Travel was \$4,700 (13.7%) less than budget; Education, Travel, and Dues were \$6,200 (8.1%) less than budget; and Other was \$10,000 (24.1%) less than budget due to lower advertising. Depreciation was \$56,000 (9.5%) greater than budget due to a budget miscalculation while Interest was \$56,000 (27.7%) less than budget due to the refunding of the 2002 bonds. Bad Debts were \$17,000 (11.4%) greater than budget while Taxes and Surcharge were \$2,200 (1.2%) less than budget.

Non-operating income was \$146,000 greater than budget due to unrealized gains. Rice has subsequently sold \$1.0 million of investments in order to sell subordinated securities, for which there was an uncomfortable level of risk. Rice will continue to analyze its investments to determine if any additional securities should be sold to capture realized gains.

The Hospital generated an operating loss of \$138,000 compared to budgeted operating income of \$221,000 and compared to last year's operating income of \$722,000. Care Center activity generated operating income for the month of \$97,000 compared to expected operating income of \$34,000 and last year's operating loss of \$13,000. Increased therapy services contributed to the positive income variance. Home Medical

activity generated an operating loss of \$29,000 compared to a budgeted operating loss of \$36,000 and last year's operating income of \$27,000. As mentioned above, lower than expected sales and rental revenues have contributed to this deficit.

May YTD 2012 Results:

The overall net operating loss was \$863,000 compared to budgeted operating income of \$800,000 and last year's operating income of \$1.8 million. Patient revenues were \$4.3 million (5.0%) less than budget and 1.1% less than the prior year. Hospital revenues were less than budget with inpatient revenues 12.8% less than budget and outpatient revenues 0.4% less than budget. Inpatient revenues were driven by the decreased census and lower surgical volumes while Outpatient revenues were the result of flat volumes in many departments and lower radiation therapy revenue. Care Center revenues were \$161,000 (5.0%) greater than budget while Home Medical revenues were \$699,000 (14.4%) less than budget due to lower sales and rental activity.

Consolidated deductions from revenue were \$3.2 million (7.4%) less than budget and when netted against total patient revenues yielded a negative net patient revenue variance of \$1.1 million (2.6%). The Hospital's reimbursement rate was 48.81% compared to a budget of 47.52%; a positive variance of \$979,000.

Other operating revenues were \$719,000 (9.4%) less than budget due to lower activity and profits at Willmar Medical Services. Willmar Medical Services activity at Rice was less than budget by \$267,000 (3.0%) due to lower Radiation Oncology activity. Total operating revenues were \$41.2 million or \$1.5 million (3.7%) less than budget and \$230,000 (0.6%) less than last year.

Net Expenses were \$42.1 million which was \$80,000 (0.2%) greater than budget. Expenses were mixed with Salaries \$197,000 (1.0%) less than budget due lower activity but offset by the Epic conversion costs which were greater than anticipated. Contract Labor was \$690,000 greater than budget due to Emergency Room Physicians, Pharmacy, and contracted therapy costs. As the Care Center has outsourced its therapy services, this variance will continue for the remainder of the year. Benefits were \$193,000 (3.3%) less than budget due to lower than anticipated health insurance costs. Supplies were \$398,000 (7.7%) less than budget due lower activity in numerous departments including Surgery and Home Medical while Drugs were \$976,000 (37.1%) greater due to Medical Oncology purchases. Purchased Services were \$110,000 (3.7%) greater due to consulting and legal costs and reference lab costs. Repairs were \$238,000 (15.7%) less due to lower activity in numerous departments while Utilities were \$78,000 (10.8%) less than budget due to mild weather. Insurance was \$6,800 (2.5%) less than budget; Patient Related Travel was \$10,000 (5.8%) less than budget; Education, Travel, and Dues were \$5,400 (1.4%) less than budget; and Other was \$10,000 (4.9%) less than budget. Depreciation was \$310,000 (10.4%) greater than budget due to the budget miscalculation while Interest was \$170,000 (16.5%) less than budget due to the bond refunding. Bad Debts were \$101,000 (13.9%) less than budget due to improved quality and lower activity with Taxes \$113,000 (12.0%) less than budget due to reconciliations with amounts paid to the City and the successful MN Care Tax and MA Surcharge appeal.

Non-operating income was \$187,000 greater than budget due to realized and unrealized investment gains. Investment income should be lower than budget for a few months due to investment redemptions and sales and the decreased level of investments until positive cash flows resume.

The Hospital generated an operating loss of \$945,000 compared to budgeted operating income of \$643,000 and last year's operating income of \$1.7 million. Care Center activity generated operating income of \$180,000 compared to expected operating income of \$139,000 and last year's operating income of \$93,000. Home Medical activity generated an operating loss of \$98,000 compared to budgeted operating income of \$17,000 and last year's operating loss of \$20,000.

Statistical and Volume Summary

Statistics and volumes were mostly down for the month. Patient days were 17.4% less than budget while admissions were 15.5% less than budget yielding a decrease in length of stay from a budget of 3.50 to 3.38. The previous concerns with the inpatient statistical indicators appear to be resolved and thus the current statistics should be utilized as past volumes have been updated back to February 1, 2012. Compared to the prior year, patient days were 280 less for the month with admissions 76 less than last year. The average daily census for the month was 27.8 compared to a budget of 33.7 and last year's 36.8. Observation patients were 31.5% less than budget and 19.1% less than last year. Total Case Mix Index was 6.2% greater than budget and 8.6% greater than last year. Medicare Case Mix is still unavailable. Overall activity as measured in terms of adjusted admissions was 5.3% greater than budget but 3.8% less than last year while adjusted patient days were 2.9% greater than budget and 5.5% less than last year. Care Center resident days were 2.1% less than budget with an average daily census of 73.4 compared to the budget of 75.

On a YTD basis, patient days were 3.9% less than budget and 11.0% less than last year with admissions 5.2% less than budget and 11.1% less than last year. This equated to an average length of stay for this year at 3.55 compared to the budget of 3.50 and 3.54 from last year. Observation patients were down by 8.9% to budget but 4.3% greater than last year. Total Case Mix was 0.2% less than budget but 1.7% greater than last year. Adjusted admissions were 3.4% greater than budget but 3.0% less than last year while adjusted patient days were 4.7% greater than budget but 2.9% less than last year. Care Center resident days were 4.4% less than budget with a census of 71.7 compared to the budget of 75.0 and last year's census of 63.6.

Ancillary departments were mixed for the month. Surgeries were 7.1% greater than budget and 5.0% greater than last year but inpatient procedures were 32.4% less than budget and 33.9% less than last year. As inpatient surgeries generate higher revenues than outpatient surgeries; it is critical that inpatient surgeries are near projected volumes and thus when volumes are down as significant as May's activity; this will have a negative impact on financial performance. Emergency Room visits were 2.6% less than budget and 2.4% less than last year. Lab tests were up by 1.1% while Medical Imaging procedures were flat compared to budget. Radiation Oncology treatments were 19.7% greater than budget but 13.6% less than last year. Even though volumes were higher than budget; Radiation Oncology revenues were down due to IMRT services not available until early June. Medical Oncology visits were 37.6% greater than budget and 33.9% greater than last year. GI procedures were 22.0% less than budget while Dialysis treatments were 14.7% greater than budget. Rehab visits were 6.2% greater than budget while Hospice visits were 11.6% less than budget and Ambulance runs 21.7% greater than budget.

YTD ancillary activity was also mixed. Surgeries were 9.4% less than budget and 11.2% less than last year with inpatient procedures 20.4% less than budget and 22.4% less than last year. Emergency Room visits were flat compared to budget and last year. Laboratory tests were 1.8% less than budget and 3.2% less than last year. Medical Imaging procedures were 4.0% greater than budget and flat compared to last year. Radiation Oncology treatments were 13.1% greater than budget and 9.7% greater than last year while Medical Oncology visits were 27.6% greater than budget and 24.6% greater than last year. GI procedures were 2.8% greater than budget but 11.9% less than last year while Dialysis treatments were 2.0% greater than budget and 0.9% greater than last year. Rehab visits were greater than budget by 4.4% and 5.4% greater than last year; Hospice visits were 6.4% less than budget and 8.1% less than last year; and Ambulance runs were 1.4% greater than budget and 0.5% greater than last year.

Full Time Equivalents (FTE's) for the month were 781 compared to a budget of 780 and compared to last year's total of 753. YTD FTE's were 801 compared to the budget of 789 and last year's 761.

Key Indicators

The key Operational indicators were negative for the month compared to budget and last year. Consolidated Operating Margin was a negative 0.8% compared to the budget target of 2.5% and last year's 8.6%. Excess Margin was 1.9% compared to the budget of 3.5% and last year's 10.9%. The EBIDA margin was 11.3% for the month compared to a budget of 12.7% and last year's 20.0%.

The YTD Consolidated Operating Margin was a negative 2.1% compared to the budget of 1.9% and last year's 4.4%. Excess Margin was a negative 0.6% compared to the budget of 2.8% and last year's 5.6%. The EBIDA margin was 9.3% compared to the budget of 12.0% and last year's 15.3%.

The Financial ratios indicate that the Debt/Capitalization ratio of 45% was at the year-end target. Debt service coverage was 2.3 compared to the budget of 2.9 and compared to the debt covenant of 1.25. Days in accounts receivable were 61 compared to a target of 50 and last year's 65. Home Medical days outstanding were 113 compared to the target of 70 and last month's 127. Days of Cash were 104 compared to the year-end target of 126 and compared to 101 from the prior year. The Financial Strength Index was a negative 0.20 compared to the budget of 1.10 and last year's 1.65.

YTD Hospital productivity ratios in terms of staffing was at the budget with FTE's per adjusted admit at 14.3 compared to a budget of 14.3; last year's ratio of 13.3; and the benchmark of 14.9. FTE's per adjusted patient day were 4.0 compared to the budget of 4.1; last year's ratio of 3.7; and the benchmark of 4.4. Care Center Hours per Resident Day were 6.2 compared to the budget of 5.5 and the benchmark of 5.8. The increase relates to the contracted therapy service which has been much greater than anticipated. Sales per FTE at Home Medical were \$142,000 which was 12.6% less than target and 2.7% less than last year.

**RICE MEMORIAL HOSPITAL
CONSOLIDATED
BALANCE SHEET
For the Five Months Ending May 31, 2012**

	CURRENT YEAR	PRIOR YEAR END	CHANGE
1 ASSETS			
2 CURRENT ASSETS			
3 CASH AND CASH EQUIVALENTS	\$3,716,890	\$3,728,757	(\$11,867)
4 TRUSTEE BOND AGREEMENTS - CURRENT	1,251,682	2,130,440	(878,758)
5 ACCOUNTS RECEIVABLE NET	17,302,234	16,143,018	1,159,216
6 OTHER RECEIVABLES	557,119	521,975	35,144
7 INVENTORY	1,893,953	1,858,419	35,535
8 PREPAID EXPENSES	1,231,700	1,517,862	(286,162)
10 TOTAL CURRENT ASSETS	25,953,577	25,900,470	53,107
12 ASSETS LIMITED AS TO USE			
13 HELD BY TRUSTEES - BOND AGREEMENTS	3,181,089	3,731,642	(550,552)
15 REMAINDER UNITRUST - RECEIVABLE	28,765	47,976	(19,211)
16 ENDOWMENT FUND - INVESTMENTS	2,568,191	2,466,271	101,919
18 TOTAL ASSETS - USE IS LIMITED	5,778,045	6,245,889	(467,844)
20 PROPERTY PLANT & EQUIPMENT			
21 PROPERTY PLANT & EQUIPMENT	132,168,302	129,292,102	2,876,200
22 LESS: ACCUMULATED DEPRECIATION	(70,636,961)	(67,522,491)	(3,114,470)
24 NET PROPERTY, PLANT & EQUIPMENT	61,531,341	61,769,611	(238,270)
26 OTHER ASSETS			
27 INVESTMENTS	22,916,301	25,125,564	(2,209,264)
28 INVESTMENTS - SHARED HEALTH RESOURCES	417,225	411,413	5,812
29 INVESTMENTS - WILLMAR MEDICAL SERVICES	4,171,618	3,335,316	836,301
30 OTHER INVESTMENTS	79,963	79,136	827
32 DEFERRED DEBT ACQUISITION COSTS	209,141	518,347	(309,206)
35 TOTAL OTHER ASSETS	27,794,247	29,469,777	(1,675,529)
37 TOTAL ASSETS	\$121,057,211	\$123,385,747	(\$2,328,536)
40 LIABILITIES AND NET ASSETS			
41 CURRENT LIABILITIES			
42 CURRENT MATURITIES OF LONG TERM DEBT	\$2,252,613	\$1,981,181	\$271,431
43 ACCOUNTS PAYABLE - TRADE	1,538,601	1,563,350	(24,749)
44 ESTIMATED THIRD PARTY PAYOR SETTLEMENTS	36,550	217,700	(181,150)
45 ACCRUED SALARIES, WAGES AND BENEFITS	11,196,120	10,751,022	445,098
46 ACCRUED INTEREST AND DUE TO WMS	2,220,820	2,449,639	(228,819)
48 TOTAL CURRENT LIABILITIES	17,244,704	16,962,892	281,812
50 LONG TERM DEBT (LESS CURRENT PORTION)	46,527,997	49,270,010	(2,742,013)
52 TOTAL LIABILITIES	63,772,701	66,232,902	(2,460,201)
54 COMMITMENTS AND CONTINGENCIES			
56 NET ASSETS			
57 RESTRICTED FUNDS			
58 DEBT SERVICE AND RESERVE	3,001,698	3,552,250	(550,552)
59 SPECIFIC PURPOSE FUND	65,218	74,593	(9,375)
60 PERMANENT ENDOWMENT	2,568,191	2,466,271	101,919
61 CURRENT YEAR INCOME	(251,497)	6,006,621	(6,258,118)
62 UNRESTRICTED	51,900,901	45,053,110	6,847,791
64 TOTAL NET ASSETS	57,284,510	57,152,845	131,665
66 TOTAL LIABILITIES AND NET ASSETS	\$121,057,211	\$123,385,747	(\$2,328,536)

RICE HOSPITAL
For the Five Months Ending May 31, 2012

	CURRENT MONTH			YEAR TO DATE		
	ACTUAL	BUDGET	VAR	VAR %	PRIOR YR	VAR %
OPERATING REVENUE						
INPATIENT REVENUE (24.7%)	\$4,367,348	\$5,800,624	(\$1,433,276)	(24.7%)	\$28,404,075	(12.8%)
OUTPATIENT REVENUE (4.2%)	10,885,890	10,451,665	434,225	4.2%	51,362,524	(0.4%)
TOTAL PATIENT REVENUE (6.1%)	15,253,238	16,252,289	(999,051)	(6.1%)	79,766,599	(4.8%)
LESS DISCOUNTS & CONTRACTUALS (6.0%)	7,853,349	8,358,517	(505,168)	(6.0%)	41,060,931	(6.8%)
LESS UNCOMPENSATED CARE (38.3%)	95,840	155,373	(59,533)	(38.3%)	782,913	(203,939)
TOTAL DEDUCTIONS FROM REVENUE (6.6%)	7,949,189	8,513,890	(564,701)	(6.6%)	41,843,844	(7.1%)
NET REVENUE FROM PATIENTS (6.0%)	7,304,049	7,738,399	(434,350)	(6.0%)	37,922,755	(865,042)
OTHER OPERATING REVENUE (3.0%)	1,533,771	1,511,488	22,283	1.5%	7,642,979	(748,621)
TOTAL OPERATING REVENUE (6.3%)	8,837,820	9,249,887	(412,067)	(4.5%)	45,565,734	(1,613,663)
LESS: WILLMAR MEDICAL SERVICES (4.4%)	1,758,513	1,831,930	(73,417)	(4.0%)	8,991,922	(267,480)
TOTAL OPERATING EXPENSES (2.3%)	7,079,307	7,417,957	(338,650)	(4.6%)	36,573,812	(1,348,183)
OPERATING EXPENSES						
SALARIES AND WAGES (3.1%)	3,286,982	3,391,562	(104,580)	(3.1%)	16,911,629	(104,952)
CONTRACT LABOR (18.7%)	199,191	167,827	31,364	18.7%	860,129	475,704
SUPPLEMENTAL BENEFITS (3.6%)	1,059,282	1,022,255	37,027	3.6%	5,073,606	(174,412)
SUPPLIES (7.8%)	757,624	702,911	54,713	7.8%	3,427,261	(127,168)
DRUGS (3.7%)	493,661	512,734	(19,073)	(3.7%)	2,578,535	970,601
PURCHASED SERVICES (14.6%)	471,540	551,891	(80,351)	(14.6%)	2,794,439	65,215
REPAIRS, SERVICE & RENTALS (25.1%)	210,321	280,691	(70,370)	(25.1%)	1,403,457	(212,651)
UTILITIES (6.6%)	105,384	112,885	(7,501)	(6.6%)	615,126	(43,939)
INSURANCE (3.2%)	45,927	47,430	(1,503)	(3.2%)	230,076	(7,073)
PATIENT RELATED TRAVEL (26.1%)	16,973	22,979	(6,006)	(26.1%)	116,227	(16,134)
EDUCATION, TRAVEL & DUES (15.8%)	59,214	70,366	(11,152)	(15.8%)	331,830	(18,821)
OTHER (28.9%)	26,441	37,196	(10,755)	(28.9%)	185,982	(608)
DEPRECIATION AND AMORT (9.4%)	583,504	533,500	50,004	9.4%	2,666,645	275,340
INTEREST (29.7%)	132,476	188,521	(56,045)	(29.7%)	930,313	(167,568)
BAD DEBTS (12.4%)	161,985	144,065	17,920	12.4%	704,764	(92,857)
TAXES & SURCHARGE (2.0%)	146,646	149,608	(2,962)	(2.0%)	748,038	(95,472)
TOTAL OPERATING EXPENSES (2.3%)	7,079,307	7,417,957	(338,650)	(4.6%)	36,573,812	(1,348,183)
LESS: WILLMAR MEDICAL SERVICES (10.1%)	539,444	740,355	(200,911)	(27.1%)	3,694,462	482,444
NET OPERATING EXPENSES (0.3%)	7,217,707	7,196,066	21,641	0.3%	35,930,668	242,761
OPERATING INCOME (LOSS) (19.2%)	\$1,620,113	\$2,053,821	(433,708)	(19.2%)	\$9,635,066	(2,772,334)

RICE CARE CENTER
For the Five Months Ending May 31, 2012

	CURRENT MONTH			PRIOR YR		
	ACTUAL	BUDGET	VAR	VAR %	PRIOR YR	VAR %

\$802,678	\$654,998	\$147,680	22.5%	\$420,457	90.9%	OPERATING REVENUE
802,678	654,998	147,680	22.5%	420,457	90.9%	RICE CARE CENTER REVENUE
168,455	141,238	27,217	19.3%	52,415	221.4%	TOTAL PATIENT REVENUE
168,455	141,238	27,217	19.3%	52,415	221.4%	LESS DISCOUNTS & CONTRACTUALS
634,223	513,760	120,463	23.4%	368,042	72.3%	TOTAL DEDUCTIONS FROM REVENUE
686	593	93	15.7%	884	72.3%	NET REVENUE FROM PATIENTS
634,909	514,353	120,556	23.4%	368,926	(22.4%)	OTHER OPERATING REVENUE
					72.1%	TOTAL OPERATING REVENUE
						LESS: WILLMAR MEDICAL SERVICES

634,909 514,353 120,556 23.4% 368,926 72.1% TOTAL OPERATING REVENUE

OPERATING EXPENSES

223,839	223,649	190	0.1%	195,198	14.7%	SALARIES AND WAGES
80,805	102	80,703	79,120.6%	3,646	2,116.3%	CONTRACT LABOR
87,186	94,203	(7,017)	(7.4%)	73,459	18.7%	SUPPLEMENTAL BENEFITS
35,056	39,325	(4,269)	(10.9%)	34,353	2.0%	SUPPLIES
1,429	11,851	(10,422)	(87.9%)	14,311	(90.0%)	DRUGS
14,363	10,159	4,204	41.4%	10,727	33.9%	PURCHASED SERVICES
94	4,354	(4,260)	(97.8%)	1,822	(94.8%)	REPAIRS, SERVICE & RENTALS
6,143	9,584	(3,441)	(35.9%)	4,905	25.2%	UTILITIES
2,869	2,954	(85)	(2.9%)	2,511	14.3%	INSURANCE
264	122	142	116.4%	191	38.2%	PATIENT RELATED TRAVEL
5,173	3,809	1,364	35.8%	3,778	36.9%	EDUCATION, TRAVEL, & DUES
97	320	(223)	(69.7%)	1,512	(93.6%)	OTHER
30,843	30,843	0	0.0%	12,933	138.5%	DEPRECIATION AND AMORT
10,900	11,337	(437)	(3.9%)	3,687	195.6%	INTEREST
2,893	2,033	860	42.3%	755	283.2%	BAD DEBTS
35,693	35,675	18	0.1%	18,298	95.1%	TAXES & SURCHARGE
537,647	480,320	57,327	11.9%	382,086	40.7%	TOTAL OPERATING EXPENSES

LESS: WILLMAR MEDICAL SERVICES

537,647 480,320 57,327 11.9% 382,086 40.7% NET OPERATING EXPENSES

537,647 480,320 57,327 11.9% 382,086 40.7% NET OPERATING EXPENSES

	YEAR TO DATE			PRIOR YR		
	ACTUAL	BUDGET	VAR	VAR %	PRIOR YR	VAR %

\$3,372,637	\$3,211,605	\$161,032	5.0%	\$2,253,424	49.7%	OPERATING REVENUE
3,372,637	3,211,605	161,032	5.0%	2,253,424	49.7%	RICE CARE CENTER REVENUE
611,785	692,521	(80,736)	(11.7%)	278,608	119.6%	TOTAL PATIENT REVENUE
611,785	692,521	(80,736)	(11.7%)	278,608	119.6%	LESS DISCOUNTS & CONTRACTUALS
2,760,852	2,519,084	241,768	9.6%	1,974,816	39.8%	TOTAL DEDUCTIONS FROM REVENUE
4,966	2,907	2,059	70.8%	4,512	10.1%	NET REVENUE FROM PATIENTS
2,765,818	2,521,991	243,827	9.7%	1,979,328	39.7%	OTHER OPERATING REVENUE
						TOTAL OPERATING REVENUE
						LESS: WILLMAR MEDICAL SERVICES

2,765,818 2,521,991 243,827 9.7% 1,979,328 39.7%

OPERATING EXPENSES

1,113,641	1,096,682	16,959	1.5%	960,947	15.9%	SALARIES AND WAGES
215,088	498	214,590	43,090.4%	7,403	2,805.4%	CONTRACT LABOR
474,022	463,253	10,769	2.3%	396,236	19.6%	SUPPLEMENTAL BENEFITS
175,087	193,103	(18,016)	(9.3%)	148,818	17.7%	SUPPLIES
64,473	58,110	6,363	10.9%	49,717	29.7%	DRUGS
76,719	50,446	26,273	52.1%	47,593	61.2%	PURCHASED SERVICES
14,766	21,769	(7,003)	(32.2%)	13,415	10.1%	REPAIRS, SERVICE & RENTALS
42,478	62,195	(19,717)	(31.7%)	37,500	13.3%	UTILITIES
14,346	14,770	(424)	(2.9%)	12,553	14.3%	INSURANCE
1,707	608	1,099	180.8%	655	160.6%	PATIENT RELATED TRAVEL
23,362	19,044	4,318	22.7%	20,703	12.8%	EDUCATION, TRAVEL, & DUES
405	1,600	(1,195)	(74.7%)	2,376	(83.0%)	OTHER
155,070	155,070	0	0.0%	64,449	140.6%	DEPRECIATION AND AMORT
54,881	56,686	(1,805)	(3.2%)	20,531	167.3%	INTEREST
2,346	9,967	(7,621)	(76.5%)	10,264	(77.1%)	BAD DEBTS
157,340	178,375	(21,035)	(11.8%)	92,938	69.3%	TAXES & SURCHARGE
2,585,731	2,382,176	203,555	8.5%	1,886,098	37.1%	TOTAL OPERATING EXPENSES

LESS: WILLMAR MEDICAL SERVICES

2,585,731 2,382,176 203,555 8.5% 1,886,098 37.1%

2,585,731 2,382,176 203,555 8.5% 1,886,098 37.1%

RICE HOME MEDICAL
For the Five Months Ending May 31, 2012

	CURRENT MONTH			YEAR TO DATE		
	ACTUAL	BUDGET	VAR %	VAR	PRIOR YR	VAR %

740,074	889,473	(149,399)	(16.8%)	790,387	(6.4%)	OPERATING REVENUE
740,074	889,473	(149,399)	(16.8%)	790,387	(6.4%)	RICE HOME MEDICAL REVENUE
144,176	200,132	(55,956)	(28.0%)	176,875	(18.5%)	TOTAL PATIENT REVENUE
	0		#DIV/0!			LESS DISCOUNTS & CONTRACTUALS
						LESS UNCOMPENSATED CARE
144,176	200,132	(55,956)	(28.0%)	176,875	(18.5%)	TOTAL DEDUCTIONS FROM REVENUE
595,898	689,341	(93,443)	(13.6%)	613,512	(2.9%)	NET REVENUE FROM PATIENTS
2,837	1,000	1,837	183.7%	5,481	(48.2%)	OTHER OPERATING REVENUE
598,735	690,341	(91,606)	(13.3%)	618,993	(3.3%)	TOTAL OPERATING REVENUE
						LESS: WILLMAR MEDICAL SERVICES

598,735 690,341 (91,606) (13.3%) 618,993 (3.3%) TOTAL OPERATING REVENUE 3,283,926 3,765,167 (481,241) (12.8%) 3,056,646 7.4%

220,359	242,653	(22,294)	(9.2%)	175,953	(9.2%)	OPERATING EXPENSES
67,027	68,841	(1,814)	(2.6%)	3,424		25.2% SALARIES AND WAGES
211,070	291,957	(80,887)	(27.7%)	58,778	(100.0%)	CONTRACT LABOR
24,044	24,052	(8)	(0.0%)	238,928	14.0%	SUPPLEMENTAL BENEFITS
15,137	18,089	(2,952)	(16.3%)	19,199	(11.7%)	SUPPLIES
6,906	8,888	(1,982)	(22.3%)	16,281	25.2%	PURCHASED SERVICES
5,454	5,322	132	2.5%	7,489	(7.0%)	REPAIRS, SERVICE & RENTALS
12,998	11,924	1,074	9.0%	5,731	(7.8%)	UTILITIES
6,722	3,180	3,542	111.4%	10,884	(4.8%)	INSURANCE
7,142	6,884	258	3.7%	2,377	19.4%	PATIENT RELATED TRAVEL
40,799	34,051	6,748	19.8%	5,332	182.8%	EDUCATION, TRAVEL, & DUES
4,161	4,254	(93)	(2.2%)	39,590	33.9%	OTHER
1,762	3,474	(1,712)	(49.3%)	4,420	3.1%	DEPRECIATION AND AMORT
4,387	3,718	669	18.0%	(368)	(5.9%)	INTEREST
				3,575	(578.8%)	BAD DEBTS
					22.7%	TAXES & SURCHARGE
627,968	727,287	(99,319)	(13.7%)	591,593	6.1%	TOTAL OPERATING EXPENSES
						LESS: WILLMAR MEDICAL SERVICES

627,968 727,287 (99,319) (13.7%) 591,593 6.1% NET OPERATING EXPENSES

627,968 727,287 (99,319) (13.7%) 591,593 6.1% NET OPERATING EXPENSES 3,382,131 3,747,753 (365,622) (9.8%) 3,076,781 9.9%

3,382,131 3,747,753 (365,622) (9.8%) 3,076,781 9.9% 3,382,131 3,747,753 (365,622) (9.8%) 3,076,781 9.9%



RICE HOME MEDICAL
For the Month Ending May 31, 2012

	ACTUAL	% of SALES/GP	BUDGET	% of SALES/GP	% CHANGE	Prior Yr	% of SALES/GP	% CHANGE
GROSS SALES								
SALES REVENUE	\$393,663	53.2%	\$538,726	60.6%	(26.9%)	\$469,874	59.1%	(16.2%)
RENTS REVENUE	346,411	46.8%	350,747	39.4%	(1.2%)	320,513	40.3%	8.1%
MISC REVENUE		0.0%		0.0%	0.0%	4,337	0.5%	(100.0%)
GROSS SALES	740,074	100.0%	889,473	100.0%	(16.8%)	794,724	100.0%	(6.9%)
LESS: CONTRACTUAL ALLOWANCES	(144,176)	(19.5%)	(200,132)	(22.5%)	(28.0%)	(176,875)	(22.3%)	(18.5%)
NET SALES	595,898	80.5%	689,341	77.5%	(13.6%)	617,849	77.7%	(3.6%)
COST OF GOODS SOLD								
OXYGEN	11,458	1.9%	11,832	1.7%	(3.2%)	10,702	1.7%	7.1%
EQUIPMENT	30,032	5.0%	78,000	11.3%	(61.5%)	41,183	6.7%	(27.1%)
SUPPLY - FREIGHT	14,006	2.4%	14,801	2.1%	(5.4%)	10,611	1.7%	32.0%
SUPPLY	132,029	22.2%	161,825	23.5%	(18.4%)	160,900	26.0%	(17.9%)
EQUIPMENT REPAIR	8,076	1.4%	14,119	2.0%	(42.8%)	6,127	1.0%	31.8%
SHOP EXPENSE	4,561	0.8%	330	0.0%	1,282.1%	2,533	0.4%	80.1%
EQUIPMENT RENTAL & LEASES		0.0%		0.1%	(100.0%)		0.0%	0.0%
PURCHASE DISCOUNTS	(2,837)	(0.5%)	(1,000)	(0.1%)	183.7%	(1,144)	(0.2%)	148.0%
TOTAL COST OF GOODS SOLD	197,325	33.1%	280,255	40.7%	(29.6%)	230,912	37.4%	(14.5%)

GROSS PROFIT	543,573	73.5%	409,086	50.5%	32.9%	586,881	79.1%	(31.1%)
OPERATING EXPENSES								
SALARIES & WAGES	220,359	37.0%	242,653	35.2%	(9.2%)	175,953	28.5%	25.2%
CONTRACT LABOR		0.0%		0.0%	0.0%	3,424	0.6%	(100.0%)
SUPPLEMENTAL BENEFITS	67,027	11.2%	68,841	10.0%	(2.6%)	58,778	9.5%	14.0%
SUPPLIES AND DRUGS	10,908	1.8%	10,702	1.6%	1.9%	6,872	1.1%	58.7%
PURCHASED SERVICES	24,044	4.0%	24,052	3.5%	0.0%	19,199	3.1%	25.2%
REPAIRS, SERVICE & RENTALS	15,137	2.5%	18,089	2.6%	(16.3%)	16,281	2.6%	(7.0%)
UTILITIES	6,906	1.2%	8,888	1.3%	(22.3%)	7,489	1.2%	(7.8%)
INSURANCE	5,454	0.9%	5,322	0.8%	2.5%	5,731	0.9%	(4.8%)
PATIENT RELATED TRAVEL	12,998	2.2%	11,924	1.7%	9.0%	10,884	1.8%	19.4%
EDUCATION, TRAVEL, & DUES	6,722	1.1%	3,180	0.5%	111.4%	2,377	0.4%	182.8%
OTHER EXPENSE	7,142	1.2%	6,884	1.0%	3.7%	5,332	0.9%	33.9%
DEPRECIATION & AMORTIZATION	40,799	6.8%	34,051	4.9%	19.8%	39,590	6.4%	3.1%
INTEREST EXPENSE	4,161	0.7%	4,254	0.6%	(2.2%)	4,420	0.7%	(5.9%)
INDEBTEDNESS	1,762	0.3%	3,474	0.5%	(49.3%)	(368)	(0.1%)	(578.8%)
BAD DEBTS								
TAXES	4,387	0.7%	3,718	0.5%	18.0%	3,575	0.6%	22.7%
TOTAL OPERATING EXPENSES	427,806	71.8%	446,032	64.7%	(4.1%)	359,537	58.2%	19.0%
NET OPERATING INCOME (LOSS)	(29,233)	(4.9%)	(36,946)	(5.4%)	(20.9%)	27,400	4.4%	(206.7%)
NON-OPERATING INCOME	2,307	0.4%	1,060	0.2%	117.6%	3,368	0.5%	(31.5%)
NET INCOME (LOSS)	(26,926)	(4.5%)	(37,986)	(5.9%)	(29.5%)	30,768	5.1%	(185.2%)

RICE HOME MEDICAL
For the Five Months Ending May 31, 2012

	ACTUAL	% of SALES/GP	BUDGET	% of SALES/GP	% CHANGE	Prior Yr	% of SALES/GP	% CHANGE
GROSS SALES								
SALES REVENUE	\$2,559,968	61.7%	\$2,969,681	61.2%	(13.8%)	\$2,413,571	60.9%	6.1%
RENTS REVENUE	1,589,289	38.3%	1,879,568	38.8%	(15.4%)	1,543,531	39.0%	2.8%
MISC REVENUE		0.0%		0.0%	0.0%	4,571	0.1%	(100.0%)
GROSS SALES	4,149,257	100.0%	4,849,249	100.0%	(14.4%)	3,963,673	100.0%	4.7%
LESS: CONTRACTUAL ALLOWANCES	(891,261)	(21.5%)	(1,091,082)	(22.5%)	(18.3%)	(916,749)	(23.1%)	(2.8%)
LESS: UNCOMPENSATED CARE	(8,628)	(0.2%)		0.0%	0.0%		0.0%	0.0%
NET SALES	3,249,368	78.3%	3,758,167	77.5%	(13.5%)	3,046,924	76.9%	6.6%
COST OF GOODS SOLD								
OXYGEN	54,371	1.7%	61,752	1.6%	(12.0%)	53,986	1.8%	0.7%
EQUIPMENT	295,106	9.1%	456,340	12.1%	(35.3%)	348,597	11.4%	(15.3%)
SUPPLY - FREIGHT	68,843	2.1%	74,005	2.0%	(7.0%)	49,964	1.6%	37.8%
SUPPLY	803,773	24.7%	859,813	22.9%	(6.5%)	701,332	23.0%	14.6%
EQUIPMENT REPAIR	42,087	1.3%	78,655	2.1%	(46.5%)	41,442	1.4%	1.6%
SHOP EXPENSE	25,084	0.8%	1,757	0.0%	1,327.7%	16,340	0.5%	53.5%
EQUIPMENT RENTAL & LEASES		0.0%	1,740	0.0%	(100.0%)		0.0%	0.0%
PURCHASE DISCOUNTS	(34,538)	(1.1%)	(7,000)	(0.2%)	393.7%	(9,722)	(0.3%)	255.5%
TOTAL COST OF GOODS SOLD	1,254,706	38.6%	1,527,062	40.6%	(17.8%)	1,201,939	39.4%	4.4%

GROSS PROFIT 1,994,552 61.4% 3,331,105 61.4% 100.0% 1,844,735 61.4% 100.0%

OPERATING EXPENSES								
SALARIES & WAGES	1,080,019	33.2%	1,189,789	31.7%	(9.2%)	897,215	29.4%	20.4%
CONTRACT LABOR		0.0%		0.0%	0.0%	16,509	0.5%	(100.0%)
SUPPLEMENTAL BENEFITS	311,465	9.6%	341,035	9.1%	(8.7%)	278,417	9.1%	11.9%
SUPPLIES AND DRUGS	41,150	1.3%	49,815	1.3%	(17.4%)	44,648	1.5%	(7.8%)
PURCHASED SERVICES	139,473	4.3%	120,260	3.2%	16.0%	114,163	3.7%	22.2%
REPAIRS, SERVICE & RENTALS	71,790	2.2%	90,445	2.4%	(20.6%)	84,241	2.8%	(14.8%)
UTILITIES	37,539	1.2%	52,502	1.4%	(28.5%)	46,142	1.5%	(18.6%)
INSURANCE	27,271	0.8%	26,610	0.7%	2.5%	28,216	0.9%	(3.3%)
PATIENT RELATED TRAVEL	67,335	2.1%	62,776	1.7%	7.3%	58,623	1.9%	14.9%
EDUCATION, TRAVEL, & DUES	27,645	0.9%	18,552	0.5%	49.0%	14,484	0.5%	90.9%
OTHER EXPENSE	25,338	0.8%	34,420	0.9%	(26.4%)	32,359	1.1%	(21.7%)
DEPRECIATION & AMORTIZATION	205,281	6.3%	170,251	4.5%	20.6%	195,817	6.4%	4.8%
INTEREST EXPENSE	20,492	0.6%	21,270	0.6%	(3.7%)	28,484	0.9%	(28.1%)
BAD DEBTS	16,038	0.5%	17,370	0.5%	(7.7%)	5,823	0.2%	175.4%
TAXES	22,032	0.7%	18,596	0.5%	18.5%	19,979	0.7%	10.3%
TOTAL OPERATING EXPENSES	2,092,868	64.4%	2,213,691	58.9%	(5.5%)	1,865,120	61.2%	12.2%
NET OPERATING INCOME (LOSS)	(98,206)	(3.0%)	17,414	0.5%	(663.9%)	(20,135)	(0.7%)	387.7%
NON-OPERATING INCOME	10,418	0.3%	5,300	0.1%	96.6%	22,788	0.7%	(54.3%)

NET INCOME (LOSS) 10,418 0.3% 22,714 0.7% 100.0% 2,653 0.7% 100.0%

RICE MEMORIAL HOSPITAL
CONSOLIDATED CASH FLOW STATEMENT

FOR THE PERIOD ENDED:

May 31, 2012

Line #		Current YTD	Prior YTD
1	Sources of Cash & Investments:		
2	Net Income	\$ (251,502)	\$ 2,374,415
3	Depreciation & Amortization	3,302,337	\$ 3,046,487
4	Debt Proceeds	-	3,000,000
5	Other		
6			
7	Total Sources	<u>3,050,835</u>	<u>8,420,902</u>
8			
9	Uses		
10	Property, Plant, and Equipment - Gross	3,326,063	3,186,147
11	Debt Payments/Re-funding	2,470,581	460,733
12	Working Capital Changes & Other - Net	(524,679)	39,589
13			
14	Total Uses	<u>5,271,965</u>	<u>3,686,469</u>
15			
16	Increase / (Decrease) Cash & Investments	(2,221,130)	4,734,433
17			
18	Beginning of Period (January 1)	<u>28,854,321</u>	<u>19,798,398</u>
19			
20	End of Period	<u>\$ 26,633,191</u>	<u>\$ 24,532,831</u>

RICE MEMORIAL HOSPITAL
STATISTICAL AND VOLUME SUMMARY
FOR THE PERIOD ENDED:
May 31, 2012

CURRENT MONTH

YEAR-TO-DATE

Act/Prior

Actual Budget Var. Var.% Prior Yr.

Actual Budget Var. Var.% Prior Yr. Var.%

Line #

Patient Days

1	401	559	(158)	-28.3%	609	2,626	2,859	(233)	-8.1%	3,115	-15.7%
2	181	214	(33)	-15.4%	248	1,163	1,171	(8)	-0.7%	1,254	-7.3%
3	50	77	(27)	-35.1%	79	327	355	(28)	-7.9%	364	-10.2%
4	230	194	36	18.6%	206	998	939	59	6.3%	1,012	-1.4%
5	862	1,044	(182)	-17.4%	1,142	5,114	5,324	(210)	-3.9%	5,745	-11.0%
6											
7	27.8	33.7	(5.9)	-17.4%	36.8	33.6	35.0	(1.4)	-3.9%	38.0	-11.6%
8											
9	3.38	3.50	(0.12)	-3.4%	3.51	3.55	3.50	0.05	1.5%	3.54	0.4%
10											
11	252	298	(46)	-15.5%	328	1,442	1,521	(79)	-5.2%	1,622	-11.1%
12	172	251	(79)	-31.5%	210	1,180	1,295	(115)	-8.9%	1,131	4.3%
13											
14	-	1,268	(1,268)	-100.0%	1,197	-	1,268	(1,268)	-100.0%	1,187	-100.0%
15	1,100	1,036	0,064	6.2%	1,013	1,033	1,036	(0,003)	-0.2%	1,016	1.7%
16											
17	880	836	44	5.3%	915	4,418	4,271	147	3.4%	4,555	-3.0%
18	3,011	2,925	85	2.9%	3,187	15,650	14,950	700	4.7%	16,111	-2.9%
19											
20	5	16	(11)	-68.8%	10	48	122	(74)	-60.7%	152	-68.4%
21	113	143	(30)	-21.0%	161	603	694	(91)	-13.1%	756	-20.2%
22											
23	3.8	5.1	(1.3)	-25.8%	5.5	4.3	5.4	(1.1)	-20.2%	6.0	-28.8%
24											
25	57	69	(12)	-17.4%	69	297	329	(32)	-9.7%	331	-10.3%
26											
27	2,276	2,325	(49)	-2.1%	1,972	10,904	11,400	(496)	-4.4%	9,605	13.5%
28	73.4	75.0	(1.6)	-2.1%	63.6	71.7	75.0	(3.3)	-4.4%	63.6	12.8%
29											



RICE MEMORIAL HOSPITAL
STATISTICAL AND VOLUME SUMMARY
FOR THE PERIOD ENDED:

May 31, 2012

CURRENT MONTH

	Actual	Budget	Var.	Var. %	Prior Yr.
30					
31	117	173	(56)	-32.4%	177
32	364	276	88	31.9%	281
33	481	449	32	7.1%	458
34					
35	149	200	(51)	-25.5%	195
36	992	972	20	2.1%	974
37	1,141	1,172	(31)	-2.6%	1,169
38					
39	24,730	24,461	269	1.1%	25,525
40	1,464	1,466	(2)	-0.1%	1,598
41	761	636	125	19.7%	881
42	245	178	67	37.6%	183
43	103	132	(29)	-22.0%	138
44	827	721	106	14.7%	725
45	3,797	3,574	223	6.2%	3,616
46	1,828	2,069	(241)	-11.6%	2,289
47	252	207	45	21.7%	225
48					
49					
50					
51	624	631	(8)	-1.2%	619
52	87	77	10	13.2%	70
53	70	71	(1)	-1.4%	64
54	781	780	2	0.2%	753

YEAR-TO-DATE

	Actual	Budget	Var.	Var. %	Prior Yr.	Act/Prior Var. %
Ancillary Services						
IP Surgeries	610	766	(156)	-20.4%	786	-22.4%
OP Surgeries	1,328	1,373	(45)	-3.3%	1,396	-4.9%
Total Surgeries	1,938	2,139	(201)	-9.4%	2,182	-11.2%
ER Visits-Inpatient	887	988	(101)	-10.2%	963	-7.9%
ER Visits-Outpatient	4,567	4,495	72	1.6%	4,501	1.5%
ER Visits-Total	5,454	5,483	(29)	-0.5%	5,464	-0.2%
Lab Tests	121,350	123,636	(2,286)	-1.8%	125,404	-3.2%
Medical Imaging Procedures	7,686	7,392	294	4.0%	7,670	0.2%
Radiation Oncology Treatments	3,499	3,093	406	13.1%	3,190	9.7%
Medical Oncology Visits	1,141	894	247	27.6%	916	24.6%
GI Procedures	591	575	16	2.8%	671	-11.9%
Dialysis Treatments	3,569	3,499	70	2.0%	3,537	0.9%
Rehab Visits	18,592	17,803	789	4.4%	17,639	5.4%
Hospice Visits	9,513	10,168	(655)	-6.4%	10,351	-8.1%
Ambulance Runs	1,090	1,075	15	1.4%	1,085	0.5%
FTE's - Hospital	647	641	6	0.9%	625	3.4%
FTE's - Care Center	84	77	8	10.2%	71	19.7%
FTE's - Home Medical	70	71	(2)	-2.1%	65	7.7%
Total FTE's	801	789	12	1.5%	761	5.3%

Full Time Equivalents (FTE's)

05/31/12

[illegible]



Investment Management
& Trust

Activity Summary as of 5/31/2012

RICE CUSHMAN A CHAR TR

Account 180205

Market Value Reconciliation

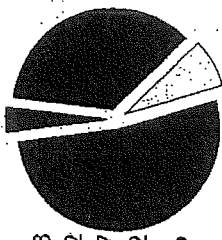
	Since 05/01/2012 (\$)	Year to Date (\$)
Beginning Market Value	2,568,190.60	2,466,271.51
Disbursements		
Withdrawals	0.00	-47,822.87
Expenses	-465.00	-520.00
Fees	-1,672.83	-8,271.13
Total Disbursements	-2,137.83	-56,614.00

Income		
Investment Income	4,042.13	23,951.63
Total Income	4,042.13	23,951.63

Value on May 31, 2012	2,466,149.04	2,466,149.04
Total Change in Portfolio Value	-103,945.86	32,539.91

Asset Allocation

Asset Category	Market Value	% Total
Cash & Money Markets	41,005.24	1.66
Fixed Income	883,727.97	35.83
Alternative	190,383.93	7.72
Equity	1,298,799.58	52.67
Other	52,232.33	2.12
Total	\$2,466,149.04	100.00%



Gain/Loss Summary

	This Period (\$)	Year to Date (\$)
Short-term	4,466.00	970.10
Long-term	12.03	-6,495.35
Total Gain/Loss Summary	4,478.03	-5,525.25



Investment Management
& Trust

Selected Period Performance
RICE CUSHMAN A CHAR TR

Account 180205

Period Ending: 05/31/2012

Sector	Market Value	1 Month	Year to Date (5 Months)
Total Fund	2,421,473	-3.92	2.24
Total Fd Net Fee	2,421,473	-3.99	1.91
Fixed Income			
BarCap Int Aggregate Bd	889,968	.20	1.95
		.40	1.88
Domestic Equity			
S&P 500 Index	1,036,353	-6.37	3.03
		-6.01	5.15
Russell 2000 Index		-6.62	3.38
Intl. Equity	263,763	-10.80	1.01
MSCI EAFE (US\$ & Net) Index		-11.48	-3.79
Short Term Cash			
Citigroup 1 Month Treas Bill	40,394	.00	.01
		.01	.01
Alternative Investments			
Citigroup 3 Month Treas Bill	190,384	.99	1.21
		.01	.02
Uninvested Cash	612	.00	.00

While the information and statistics given are believed to be complete and accurate, we cannot guarantee their completeness or accuracy. Past performance is no guarantee of future results.

PUBLIC WORKS/SAFETY COMMITTEE REPORT 12-08
CITY OF WILLMAR
TUESDAY, JULY 10, 2012

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, July 10, 2012, by Chairman Doug Reese at the City Office Building. Members present were: Council Members Ron Christianson, Bruce DeBlieck, and Rick Fagerlie. Also present were: Council Member Jim Dokken; Holly Wilson, Public Works Director; Dave Wyffels, Police Chief; Marv Calvin, Fire Chief; Jared Voge, Bolton and Menk; Josh Halvorson, Donohue and Associates and Janell Sommers, Recording Secretary.

1. CONSIDERATION OF PLANS AND SPECIFICATIONS FOR AIRPORT IMPROVEMENTS:

Jared Voge of Bolton and Menk presented the plans and specifications for various improvements to the municipal airport. The plans include primarily the crack and joint repair of the runway, taxiway and building area. The specifications for airport crack sealing are different than a typical street crack seal project. Work Order No. 1 was executed on May 25, 2012 with Bolton and Menk for preparation of the plans and specifications. The improvements are to be funded by 70% State monies and 30% local funds with \$50,000 budgeted in the 2012 Capital Improvements. After some discussion, a motion was made by Council Member Fagerlie, seconded by Council Member DeBlieck and passed for the following

RECOMMENDATION:

Approve the plans and specifications for the airport improvements and authorize advertisement for bids to be opened August 9, 2012. (Resolution)

2. ACCEPT PROJECT NO. 1109 AND AUTHORIZE FINAL PAYMENT:

Josh Halvorson of Donohue and Associates presented the information related to the final acceptance of Project No. 1109, the Decommissioning of the Ortenblad and Arby's Lift Stations and the sewer extension of 21st Street SW. All work has completed satisfactorily by Reiner Contracting, Inc. including the removal of the outfall structure, which was added by change order. Issuance of the final payment in the amount of \$27,174.36 is recommended. A motion was made by Council Member Christianson, seconded by Council Member Fagerlie, and passed for the following

RECOMMENDATION:

Accept Project No. 1109 and issue final payment to Reiner Contracting, Inc. in the amount of \$27,174.36. (Resolution)

3. **CONSIDERATION OF REALLOCATION OF FUNDS - CIVIC CENTER 2012 CAPITAL IMPROVEMENTS:**

Public Works Director Wilson presented a request to use \$1,718.75 of the unused funds from the purchase of a pickup truck to fund the additional costs of a John Deere Mower. The Capital Outlay Program includes \$25,000 for the replacement, and staff is requesting to take the low quote of Haug Implement for \$25,000 plus \$1,718.75 in applicable taxes for a total of \$26,718.75.

A motion was made by Council Member DeBlieck, seconded by Council Member Fagerlie, and passed for the following

RECOMMENDATION:

Reallocate \$1,718.75 toward the purchase of the John Deere Mower. (Resolution)

4. **ACCEPT CHANGE ORDER AND AUTHORIZE THE FINAL PAY REQUEST FOR PROJECT NO. 1111/1112:**

Public Works Director Wilson presented Change Order No. 1 to Project No. 1111/1112 which is the reconstruction of 19th Street NW from Gorton Avenue to the north end of the cul-de-sac and a segment of 12th Street SW from Trott Avenue to Becker Avenue. The change order in the amount of \$5,379.04 was due to overruns in bituminous and sidewalk items. Staff is also requesting acceptance of the project with issuance of final payment to Chad Monson Excavating in the amount of \$32,269.08. All work has been completed and final quantities agreed upon with the contractor. A motion was made by Council Member Christianson, seconded by Council Member DeBlieck, and passed for the following

RECOMMENDATION:

Accept Change Order No. 1 and authorize final payment to the contractor in the amount of \$32,269.08. (Resolution)

5. MISCELLANEOUS ITEMS:

Public Works Director Wilson informed the committee she received a request from Council Member Christianson to discuss the condition of storm sewer intakes within the City. This item will be addressed at a future committee meeting.

Council Member Christianson brought up the closing of a portion of Kandiyohi Avenue SW for the Willmar Fests. He also requested further discussion to take place regarding street sweeping and suggested moving forward with recommendations from the Storm Water Task Force. It was noted these items would be discussed as part of the budgeting process.

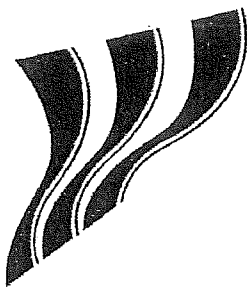
There being no further business to come before the committee, the meeting adjourned at 5:16 p.m.

Respectfully submitted:



Holly Wilson, PE
Public Works Director

Janell Sommers
Recording Secretary



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: July 10, 2012

Attachments: Yes ☒ No

CITY COUNCIL ACTION

Date: July 16, 2012

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: Engineering

Action Requested: Approve Plans and Specifications and Call for Bids for Mn/DOT SP 3401-63 – Airport Improvements,

Guiding Principle: The City Engineer hereby submits to the City Council the Plans and Specifications for the Airport Improvements to be approved and authorization given to advertise for bids.

Introduction: The City's Airport Consultant, Bolton and Menk, Inc. has prepared the plans and specifications for improvements at the Airport.

Background/Justification: The City Council authorized the Mayor and City Administrator to execute Work Order No. 1 to the Professional Services Contract for Design, Bidding, and Construction Services for the Airport Improvements. Work Order No. 1 was executed May 25, 2012. The plans and specifications for the improvements need to be approved and authorization received for advertisement for bids in order to proceed with the improvements in 2012.

Fiscal Impact: The funding source for the Airport Improvements is 70% State monies and 30% local funds budgeted in 2012 Capital Improvements.

Alternatives: N/A

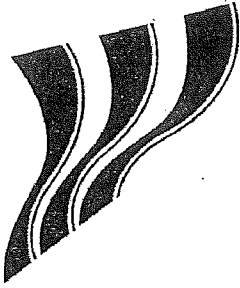
Staff Recommendation: Approve the Plans and Specifications for the Airport Improvements as presented and call for advertisement for bids to be opened August 9, 2012.

Reviewed by: Holly Wilson, Public Works Director

Preparer: Janell Sommers, Public Works Secretary

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: July 10, 2012

Attachments: Yes ☒ No

CITY COUNCIL ACTION

Date: July 16, 2012

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: Engineering

Action Requested: Accept Project No. 1109 and Authorize Final Payment to Reiner Contracting, Inc.

Guiding Principle: Donohue & Associates hereby submits to the City Council the final pay request to Reiner Contracting, Inc.

Introduction: Reiner Contracting has finished all work on the project. Donohue & Associates has reviewed the construction on the project for conformance to the contract and has received the project closeout material to issue final payment on the project.

Background/Justification: The City awarded project 1109 to Reiner Contracting, Inc. on May 16th, 2011 with Substantial Completion achieved September 2, 2011. The remaining work consisted of the final lift of bituminous on the street and final completion of the project was delayed by change order to June 15, 2012 allowing the road improvements to undergo a freeze/thaw cycle prior to final paving.

Fiscal Impact:	
ORIGINAL CONTRACT AMOUNT:	\$287,463.73
Change Order No. 1	\$6,000.00
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$293,463.73
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$273,814.46
Less Previous Payment	\$246,640.10
FINAL PAYMENT DUE CONTRACTOR:	\$27,174.36

Alternatives: N/A

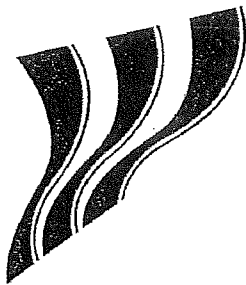
Staff Recommendation: Accept Project No. 1109 and authorize final payment to Reiner Contracting, Inc. in the amount of \$27,174.36.

Reviewed by: Holly Wilson, Public Works Director

Preparer: Joshua Halvorson, Donohue & Associates

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: July 10, 2012

Attachments: ☒ Yes No

CITY COUNCIL ACTION

Date: July 16, 2012

☐ Approved

☐ Denied

☐ Amended

☐ Tabled

☐ Other

Originating Department: Public Works

Action Requested: Reallocate Funds – Civic Center 2012 Capital Improvements

Guiding Principle: C.I.P. Amendment

Introduction: Request to reallocate funds in the Civic Center Capital Outlay Program

Background/Justification: Staff would ask that \$1,718.75 of the unused funds from the purchase of a pickup truck be used to fund the additional costs of a John Deere Mower. The 2012 Capital Outlay Program included \$25,000.00 for the replacement mower. Staff would like to purchase the mower from Haug Implement for the low quote of \$25,000.00 plus applicable taxes for a total of \$26,718.75.

Fiscal Impact: \$1,718.75

Alternatives: N/A

Staff Recommendation: Adopt resolution reallocating money toward the purchase of a John Deere Mower.

Reviewed by: Holly Wilson, Public Works Director

Preparer: Janell Sommers, Public Works Secretary

Signature: 

Comments:

Kubota HAUG-KUBOTA, LLC.

3585 Hwy 12 SE • PO Box 1156
Willmar, MN 56201
Office: 320-235-2717 • Fax: 320-235-2771

DATE 4/17/2012

PRICE PAGE DATE _____

SALESMAN Kevin Bauman

CUSTOMER _____

NAME City of Willmar

ADDRESS Civic Center

PHONE Keith 894-7746

DESCRIPTION TRADE-IN Jeremy 974-7518

MACHINE Front Mount Mower

MODEL F1145

MFGR. JD

YEAR 1997

HRS/ACRES 2475 hrs

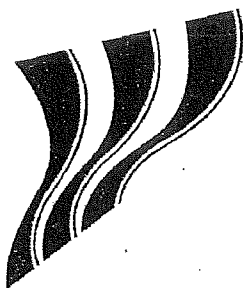
SERIAL NO. MO 1145X160473

OTHER COMMENTS

- 72" Front mount Deck
- JD cab w/ heat
- 47" 2-stage JD snowblower
- 54" Front Push Blade

Code	Price	Price
New	Kubota F3680 4WD Front mount Mower tractor, 36 HP Kubota Diesel Engine, Tilt steering, Hydrostatic transmission, Front Differential Lock, Front 24X12-12 Turf Tires, Rear 18X9.5-8 Turf tires, Hydraulic Implement Lift	16500.00
New	Kubota RCK72P-F36 72" Side- Discharge Mowing Deck, shaft Drive, 3-Blades	3400.00
New	Kubota F520S Hardside cab, Front windshield, Removable Doors, Electric Wiper, Work Lights, Heater Kit	3600.00
New	Kubota L2162 60" Front mount Rotary Sweeper, Hydraulic Angle, PTO Shaft	3100.00
New	Kubota F5220A 57" Front mount snowblower, two stage, hydraulic chute Rotator, manual chute Deflector, Quick hitch, Hydraulic Valve Kit, Rear Suit case Weights, weight Bracket for Tractor	4300.00
	Bid Price	30900.00
	Allowance for JD 1145	(5900.00)
	Total Bid Price	25000.00
Trade Difference		

THIS QUOTE SUBJECT TO PRICE
CHANGES AND AVAILABILITY BY
HAUG-KUBOTA LLC.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: July 10, 2012

Attachments: ☒ Yes ☐ No

CITY COUNCIL ACTION

Date: July 16, 2012

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: Engineering

Action Requested: Accept Change Order No. 1 to Project No. 1111/1112 and Authorize Final Payment
Chad Monson Excavating

Guiding Principle: The City Engineer hereby submits to the City Council Change Order No 1 and the final
pay request to Chad Monson Excavating.

Introduction: The City has received the final quantities for its associated costs on 19th Street NW and 12th
Street SW.

Background/Justification: The City Council entered into an agreement with Chad Monson Excavating on
September 16, 2011 for the reconstruction of 19th Street NW from Gorton Avenue to north end of cul-de-sac
and 12th Street SW from Trott Avenue to Becker Avenue SW. A change order was necessary due to overrun
in bituminous and sidewalk items. The final pay request with quantities has been submitted to the City for
consideration.

Fiscal Impact: \$5,379.04 for Change Order No. 1 and a final payment amount of \$32,269.08.

Alternatives: N/A

Staff Recommendation: Accept Change Order No. 1 to Project No. 1111/1112 and authorize final payment
to Chad Monson Excavating in the amount of \$32,269.08.

Reviewed by: Holly Wilson, Public Works Director

Preparer: Janell Sommers, Public Works Secretary

Signature:

Comments:

Project No. 1111/1112

CHANGE ORDER NO. 1

CITY OF WILLMAR, MINNESOTA

PROJECT – 2011 STREET IMPROVEMENTS (19TH STREET NW AND 12TH STREET SW)

CONTRACTOR – CHAD MONSON EXCAVATING, LLC

The following changes in work, quantities and cost for the above project are herewith authorized:

<u>Cost Summary:</u>	Original Contract	\$197,737.75
	Change Order No. 1	5,379.04
	Contract Total	\$203,116.79

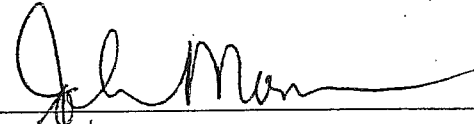
Date: July 3, 2012

CITY OF WILLMAR:



Holly Wilson, City Engineer

CHAD MONSON EXCAVATING, LLC



Contractor

CONTRACTOR'S ESTIMATE NO.3 (FINAL)

PROJECT NO. 1111-1112

CONTRACTOR: CHAD MONSON EXCAVATING, LLC

7600 HWY 71 SOUTH

WILLMAR, MN 56201

CONSTRUCTION OF: WATER MAIN, SANITARY SEWER, AGGREGATE BASE, BITUMINOUS PAVING, AND CURB AND GUTTER

LOCATIONS: 19TH ST. NW AND 12TH ST. SW

DATE: JUNE 26, 2012

HONORABLE MAYOR AND CITY COUNCIL

CITY OF WILLMAR, MINNESOTA

IN ACCORDANCE WITH THE CONTRACT WITH CHAD MONSON EXCAVATING, LLC

I HEREWITH PRESENT THE FOLLOWING ESTIMATE


	1111				
	19th St NW				
	ITEM	UNIT	QUANTITY	UNIT BID	TOTAL
	STREET ITEMS				
2104.501	Remove Concrete Curb/Curb and Gutter	LF	264.2	\$2.00	\$528.40
2104.505	Remove Concrete Driveway Pavement	SY	1	\$6.00	\$6.00
2104.509	Remove Bituminous Pavement	SY	1,314	\$1.35	\$1,773.90
2104.503	Remove 4" Sidewalk	SF		\$3.00	\$0.00
2104.511	Saw Concrete Pavement	LF		\$4.00	\$0.00
2105.501	Common Excavation	CY	498	\$12.00	\$5,976.00
2105.525	Topsoil Borrow (CV)	CY	22.0	\$42.00	\$924.00
2105.604	Geotextile Fabric Type V	SY	1,305	\$1.50	\$1,957.50
2211.501	Aggregate Base (Class 5)	TON	807.12	\$17.00	\$13,721.04
2357.502	Bituminous Material For Tack	GAL	72	\$2.50	\$180.00
2360.501	Type SP 12.5 Wearing Course Mix (3,B)	TON	136.55	\$74.00	\$10,104.70
2360.502	Type SP 12.5 Non Wear Course Mix (3,B)	TON	166.91	\$71.00	\$11,850.61
2503.603	F&I 8" PVC Pipe Sewer	LF	13	\$26.00	\$338.00
2506.501	Const. Drainage Structure Design H	LF	2.5	\$300.00	\$750.00
2506.516	Casting Assembly (Catchbasin) B624 Curb	EA	1	\$675.00	\$675.00
2506.522	Adjust Frame & Ring Casting	EA		\$150.00	\$0.00
2521.501	4" Concrete Walk	SF		\$4.00	\$0.00
2531.507	6" Concrete Driveway Pavement	SY	1	\$34.65	\$34.65
2531.501	Concrete Curb and Gutter, Design B624	LF		\$12.00	\$0.00
2531.501	Concrete Curb and Gutter, Design D412	LF	264.2	\$16.00	\$4,227.20
2575.501	Seeding	AC	0.09	\$5,000.00	\$450.00
2575.502	Seed Mixture 270	LB	13	\$1.50	\$19.50
2575.523	Erosion Control Blanket Category 1	SY	445.2	\$2.50	\$1,113.00
2575.532	Fertilizer Analysis 20-10-20	LB	32	\$2.50	\$80.00
	TOTAL STREET ITEMS:				\$54,709.50

	ITEM	UNIT	QUANTITY	UNIT BID	TOTAL
	1111				
	19th St NW				
	SANITARY SEWER ITEMS:				
2451.609	Granular Foundation and/or Bedding	TON		\$8.50	\$0.00
2451.609	Rock Stabilization	TON		\$20.00	\$0.00
2503.511	4" PVC Pipe Sewer	LF	29.5	\$20.00	\$590.00
2503.601	8" Neoprene Sleeve	EA	2	\$25.00	\$50.00
2503.601	4 x6" Neoprene Sleeve (Eccentric)	EA		\$25.00	\$0.00
2503.601	4" Neoprene Sleeve	EA		\$25.00	\$0.00
2503.602	8" X 4" P.V.C. Wye	EA	1	\$150.00	\$150.00
2503.602	8" P.V.C. Coupling	EA		\$25.00	\$0.00
2503.603	8" PVC	LF	5.0	\$35.00	\$175.00
2504.602	4" PVC Plug	EA	2	\$1.00	\$2.00
2504.602	4" PVC Bend	EA	4	\$25.00	\$100.00
	TOTAL SANITARY SEWER ITEMS:				\$1,067.00
	WATER MAIN ITEMS:				
2504.602	1" Curb Stop & Box	EA	3	\$200.00	\$600.00
2504.602	1"x3/4" Coupling	EA		\$100.00	\$0.00
2504.602	Reconnect Water Service to New Main	EA	9	\$300.00	\$2,700.00
2504.602	Hydrant	EA	1	\$2,900.00	\$2,900.00
2504.602	8" Gate Valve And Box	EA	1	\$1,500.00	\$1,500.00
2504.603	8" Water Main	LF	358.7	\$24.00	\$8,608.80
2504.603	6" Water Main	LF	3.6	\$22.00	\$79.20
2504.603	1" Copper Type K Pipe	LF	111	\$20.00	\$2,220.00
2504.608	Water Main Fittings	LB	560	\$5.00	\$2,800.00
	TOTAL WATER MAIN ITEMS:				\$21,408.00
	TOTAL PROJECT NO. 1111:				\$77,184.50
	1112				
	12th St SW				
	ITEM	UNIT	QUANTITY	UNIT BID	TOTAL
	STREET ITEMS				
2104.501	Remove Concrete Curb/Curb and Gutter	LF	684.3	\$2.00	\$1,368.60
2104.505	Remove Concrete Driveway Pavement	SY	83.7	\$6.00	\$502.20
2104.509	Remove Bituminous Pavement	SY	1,710	\$1.35	\$2,308.50
2104.503	Remove 4" Sidewalk	SF	1,109.85	\$3.00	\$3,329.55
2104.511	Saw Concrete Pavement	LF	87.5	\$4.00	\$350.00
2105.501	Common Excavation	CY	480	\$12.00	\$5,760.00
2105.525	Topsoil Borrow (CV)	CY	44.0	\$42.00	\$1,848.00
2105.604	Geotextile Fabric Type V	SY	1,918	\$1.50	\$2,877.00

	ITEM	UNIT	QUANTITY	UNIT BID	TOTAL
2211.501	Aggregate Base (Class 5)	TON	1,124.47	\$17.00	\$19,115.99
2357.502	Bituminous Material For Tack	GAL	108	\$2.50	\$270.00
2360.501	Type SP 12.5 Wearing Course Mix (3,B)	TON	209.22	\$74.00	\$15,482.28
2360.502	Type SP 12.5 Non Wear Course Mix (3,B)	TON	282.03	\$71.00	\$20,024.13
2503.603	F&I 8" PVC Pipe Sewer	LF		\$26.00	\$0.00
2506.501	Const. Drainage Structure Design H	LF		\$300.00	\$0.00
2506.516	Casting Assembly (Catchbasin) B624 Curb	EA		\$675.00	\$0.00
2506.522	Adjust Frame & Ring Casting	EA	2	\$150.00	\$300.00
2521.501	4" Concrete Walk	SF	1,051.7	\$4.00	\$4,206.80
2531.507	6" Concrete Driveway Pavement	SY	99.9	\$34.65	\$3,461.54
2531.501	Concrete Curb and Gutter, Design B624	LF	688.6	\$12.00	\$8,263.20
2531.501	Concrete Curb and Gutter, Design D412	LF		\$16.00	\$0.00
2575.501	Seeding	AC	0.12	\$5,000.00	\$600.00
2575.502	Seed Mixture 270	LB	15	\$1.50	\$22.50
2575.523	Erosion Control Blanket Category 1	SY	566.6	\$2.50	\$1,414.00
2575.532	Fertilizer Analysis 20-10-20	LB	42	\$2.50	\$105.00
	TOTAL STREET ITEMS:				\$91,609.29
	SANITARY SEWER ITEMS:				
2451.609	Granular Foundation and/or Bedding	TON		\$8.50	\$0.00
2451.609	Rock Stabilization	TON	110.0	\$20.00	\$2,200.00
2503.511	4" PVC Pipe Sewer	LF	131.5	\$20.00	\$2,630.00
2503.601	8" Neoprene Sleeve	EA		\$25.00	\$0.00
2503.601	4 x6" Neoprene Sleeve (Eccentric)	EA	5	\$25.00	\$125.00
2503.601	4" Neoprene Sleeve	EA	1	\$25.00	\$25.00
2503.602	8" X 4" P.V.C. Wye	EA	8	\$150.00	\$1,200.00
2503.602	8" P.V.C. Coupling	EA		\$25.00	\$0.00
2503.603	8" PVC	LF	393.0	\$35.00	\$13,755.00
2504.602	4" PVC Plug	EA		\$1.00	\$0.00
2504.602	4" PVC Bend	EA	16	\$25.00	\$400.00
	TOTAL SANITARY SEWER ITEMS:				\$20,335.00
	1112				
	12th St SW				
	WATER MAIN ITEMS:				
2504.602	1" Curb Stop & Box	EA	1	\$200.00	\$200.00
2504.602	1"x3/4" Coupling	EA	9	\$100.00	\$900.00
2504.602	Reconnect Water Service to New Main	EA	7	\$300.00	\$2,100.00
2504.602	Hydrant	EA		\$2,900.00	\$0.00
2504.602	8" Gate Valve And Box	EA		\$1,500.00	\$0.00
2504.603	8" Water Main	LF	362.0	\$24.00	\$8,688.00

	ITEM	UNIT	QUANTITY	UNIT BID	TOTAL
2504.603	6" Water Main	LF		\$22.00	\$0.00
2504.603	1" Copper Type K Pipe	LF	60	\$20.00	\$1,200.00
2504.608	Water Main Fittings	LB	180	\$5.00	\$900.00
	TOTAL WATER MAIN ITEMS:				\$13,988.00
	TOTAL PROJECT NO. 1112:				\$125,932.29
	GRAND TOTAL 1111 AND 1112:				\$203,116.79
	(Price includes all applicable sales and use taxes)				
	LESS 5% RETAINAGE				
	SUBTOTAL:				\$203,116.79
	LESS CREDIT FOR BITUMINOUS SALVAGE:				
	LESS PREVIOUS ESTIMATE #1				\$112,533.09
	LESS PREVIOUS ESTIMATE #2				\$58,314.62
	LESS PREVIOUS ESTIMATE #3				
	AMOUNT DUE CONTRACTOR THIS ESTIMATE:				\$32,269.08

CONTRACT 1111 AMOUNT: \$79,106.75
 CONTRACT 1112 AMOUNT: \$118,631.00
 TOTAL CONTRACT AMOUNT: \$197,737.75
 CHANGE ORDER NO. 1: \$5,379.04
 REVISED TOTAL CONTRACT AMOUNT: \$203,116.79
 BUDGET NO.: 411.48451.0336 \$13,015.34
 BUDGET NO.: 412.48451.0336 \$19,253.74
 \$32,269.08

APPROVED: 
 CITY ENGINEER

APPROVED: 
 CONTRACTOR

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, July 11, 2012, in Conference Room #1 at the City Office Building. The meeting was called to order by Chair Steve Ahmann.

Present:	Steve Ahmann	Chair
	Denis Anderson	Member
	Doug Reese	Member
	Tim Johnson	Member
	Charlene Stevens	City Administrator

Others present included Council Members Ron Christianson, Jim Dokken and Mayor Frank Yanish; Steve Okins, Finance Director; Kevin Halliday, City Clerk; Holly Wilson, Public Works Director; Marv Calvin, Fire Chief; Dave Wyffels, Police Chief; Colleen Thompson, WWTP Superintendent; Pat Erickson, Appraiser and David Little of the "West Central Tribune."

Item No. 1 Public Comment (Information Only)

Mr. David Herzer, citizen, expressed his opinions and concerns regarding the City of Willmar's contract negotiations and labor agreements. Mr. Herzer encouraged greater City Council participation in the process. Mr. Herzer then left the meeting.

Mr. John Sullivan, citizen, provided his opinions on the definitions of collective bargaining and how they pertain to the bargaining units for the City of Willmar. Mr. Sullivan also encouraged greater council participation in the process.

Item No 2. Consideration of Vacant Positions (Motion)

Ms. Stevens presented information on three vacant positions: one Appraiser, one Wastewater Treatment Operator and one Engineering Technician position. Ms. Stevens stated one position was vacant due to retirement and two vacancies due to resignation.

Council Member Anderson stated his concern that it appeared that younger employees were leaving the organization after only short tenures. Council Member Reese expressed the same concern.

In response to a question from Council Member Anderson, Ms. Stevens stated that the turnover of employees is becoming a concern.

In response to a question from Mayor Yanish, Ms. Stevens stated that one employee took a job with Kandiyohi County and another with Crow Wing County.

Mayor Yanish stated that he would not support filling all three positions. Ms. Stevens stated that the three positions were not interchangeable and duties could not be combined among three positions as each position is a separate skill set.

Council Members asked if it would be possible to consider consolidation with the County's appraisal department. Ms. Stevens stated that she had spoken with Mr. Kleindl, County Administrator, and it was not feasible at this time.

In response to a question by the Mayor asking for the County reason, Ms. Stevens stated that Mr. Kleindl had stated the County had more pressing priorities at this time.

Ms. Stevens stated that even if the departments were consolidated, the position of appraiser would be necessary and any process of consolidation would take from a year to 18 months and the City would still need to conduct appraisals during that time.

In response to a question regarding outsourcing the activities of the Engineering Technician, Ms. Stevens and Ms. Wilson stated the option had been considered in 2009 when the position was vacant and again with this vacancy. Staff did not believe there would be any cost savings.

Council Member Johnson asked if the three positions were in the 2013 budget. Ms. Stevens stated they were included in the 2013 budget.

Council Member Reese made a motion, seconded by Council Member Anderson, to authorize filling the vacancy of Wastewater Treatment Operator. The motion carried unanimously.

The committee members asked Ms. Stevens to once again contact Kandiyohi County to discuss consolidation of the appraising departments and to gather additional information regarding privatizing the services of the Engineering Technician position.

**Item No. 3 Consideration of Organizational Assessment by Springsted, Inc.
(Motion)**

Ms. Stevens stated that she had obtained a proposal from Dave Unmacht of Springsted, Inc. to conduct an organizational assessment for the City of Willmar. Ms. Stevens stated she obtained the proposal based upon a request from the Labor Relations Committee at their last meeting and based upon the work Springsted had done with the Willmar Municipal Utilities and Kandiyohi County.

Ms. Stevens stated the study would have five deliverables:

- Recommendations of the Organizational Structure

- As assessment of the workplace culture
- Observations and opportunities for intergovernmental relations
- An assessment of the City's customer service
- Recommendations on the business practices and process in place.

Ms. Stevens stated the fees would be \$17,500, plus expenses of \$1,250. Ms. Stevens stated the costs of the study were not included in the 2012 budget, but funds could be reallocated to cover the costs.

Council Member Johnson asked if the study would evaluate each individual job. Ms. Stevens stated that the study was not to that detail, but would evaluate the overall operations and structure of the City.

Chair Ahmann asked if other proposals had been sought. Ms. Stevens stated that it had been the direction of the committee to contact Springsted.

Council Member Anderson stated that he did not feel other proposals were necessary and that Springsted would bring some synergy to the study based upon their knowledge of the community and other two organizations.

Mayor Yanish questioned the funding for the study if the City was not able to fund flowers for downtown.

Council Member Johnson stated he felt there was value in obtaining an outside perspective.

Council Member Anderson made a motion, seconded by Council Member Johnson, to accept the proposal from Springsted Inc. to perform an Organizational Study for the City of Willmar in the amount of \$17,500 plus expenses of \$1,250. The motion carried unanimously.

Item No. 4 Review Current Overtime Pay for Special Events (Information Only)

Chair Ahmann expressed his concerns regarding overtime pay and its impact on the City's operating budget. Ms. Stevens described the way in which overtime is normally managed and incurred.

The Committee asked Ms. Stevens to provide additional information at future date.

Item No. 5 Full Council Involved in Labor Contract Negotiations (Information Only)

Chair Ahmann stated that Council Member Christianson had asked to review the manner in which the City of Willmar conducts labor contract negotiations.

Ms. Stevens stated that the City Council holds a workshop to establish overall parameters and then the Labor Relations Committee provides oversight and guidance to the City Administrator and Labor Attorney, currently Frank Madden, to conduct the actual negotiations. Ms. Stevens stated that all proposed settlements are reviewed by the Labor Relations Committee and recommended for approval to the City Council. All labor agreements require action by the full Council and this has been the practice prior to her tenure with the City.

Ms. Stevens also provided information from approximately ten other regional centers, only one of which involved Council Members in the negotiating team.

Council Member Reese questioned why the discussion was being held again, when the City Council had discussed and voted on this same issue in October of 2011.

Council Member Anderson stated that he did not know what the City would gain by changing the process and he had no concerns regarding the objectivity of the City Administrator to conduct negotiations.

Council Member Johnson stated that he did not envision full Council participation in the process, but he could see value in some Council participation.

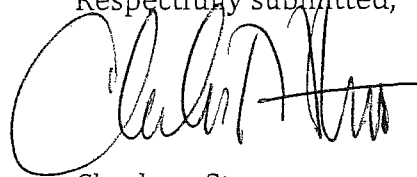
Council Member Ahmann stated that it could be an option to have participation.

Ms. Stevens expressed her concerns regarding a consistent negotiating team and adding another layer in the process, stating that if a change is made, her preference would be to have someone participate from the Labor Relations Committee.

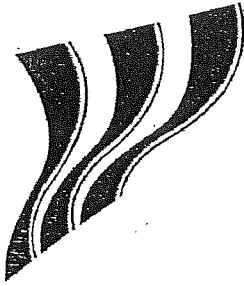
The Committee decided to have further discussion with the full council at a future meeting in late August or September when all members could be present.

There being no further business, the meeting was adjourned at 6:45 p.m. on a motion by Council Member Anderson, seconded by Council Member Johnson, and carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Charlene Stevens', with a large, stylized initial 'C'.

Charlene Stevens,
City Administrator



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: _____

Meeting Date: July 11, 2012

Attachments: ☒ Yes ☐ No

CITY COUNCIL ACTION

Date: July 16, 2012

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: Public Works - WWTF

Action Requested: Review and discuss Wastewater Treatment Facility staff.

Introduction: The Wastewater Treatment Facility will have two retirements in 2012. As we look to replace these positions, staff feels it is appropriate to take an in depth look at restructuring staffing at the Wastewater Treatment Facility in order to improve efficiency and maximize effectiveness.

Background/Justification:

1. With the construction of the new plant it is important that we protect the City's investment. The city should protect the investment while the plant is new by providing adequate staff to learn and maintain the process. We need to take a hard look and review staffing levels now and when the next round of staff begins to retire.
2. In April 2012, a full-time operator retired and in September a second full-time staff member will be retiring. Staff feels it is important to look to the future in regards to transitioning current staff members, as well as future retirements. In the next 6-10 years there will be 4 additional staff that will be eligible to retire.
3. We have reviewed the operators' group tasks and work load at the plant (a summary is attached).
4. Staff recommends maintaining current staff levels as we continue to learn about process treatment, how to tweak the system, and learn about seasonal changes and how it affects treatment. We have only experienced one (1) cold/snowy winter and one (1) warm/dry winter season and have not yet experienced a severe rainstorm since moving to the new site.
5. Under the new NPDES permit which expires February 28, 2013, our plant will be designated as a Delegated Pretreatment City which means the City shall develop, maintain and enforce a pretreatment program. Some of the requirements of the new permit will include: the permittee shall inspect and sample the discharge from each SIU at least once a year independent of information provided by the SIU; issue permits to all SIU's; and evaluate the need to revise local limits.
6. In May 2006, Donohue and Associates prepared Technical Memorandum No. 105.3.9 (attached) to outline the proposed staffing strategy for the new WWTF. Donohue's recommendation states that the staffing level, which included 4 operators, to be adequate.
7. In April 2012, it was proposed to reassign duties of the Assistant Lab Tech and Safety Coordinator to the Bio-Solids Coordinator and Lift Station Mechanic positions accordingly in anticipation of an upcoming retirement. It was also discussed to create an Environmental Manager position. With the growing number of state and Federal requirements related to Environmental issues, staff recommends replacing the Assistant Lab Tech/Safety Coordinator position with an Environmental Manager. The Environmental manager would be tasked with both Stormwater and Wastewater regulatory and environmental issues.
8. Staff would like to collaborate with the Willmar Municipal Utilities to develop an Environmental Manager position that could be shared between the two entities.
9. Staff recommends filling the vacant Operator position as the result of an April retirement.

Fiscal Impact: To fill the position of the full-time operator, there will be no negative fiscal impact as this position was included in the 2013 budget request.

Alternatives:

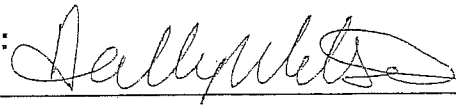
1. Maintain existing staff levels
2. Replace vacant Operator position

Staff Recommendation: Advertise to fill the vacant Operator position.

Reviewed by: Charlene Stevens, City Administrator

Preparer: Holly Wilson, Public Works Director

Signature:



Comments:

Totals		2080 * 3 = 6240		2080 * .8 = 1664		7904	Yearly Total	7,571	146
Operations Group / Tasks Required		Operations Staff Required for each task	Individual Man Hours / Day	Days /Week Required	Hours /Week	Weeks /Year Required	Task Hours /Year	Total of Hours /Year	Annual Avg Hours /Week
		1			29	52		1508	
		1	5	4	20	52	1040		20.0
		1	1	4	4	52	208		4.0
		1	1	4	4	52	208		4.0
		1	1	1	1	52	52		1.0
2	Process Operator	1			27.5	52		1430	
	Regulatory sample collection	1	0.75	3	2.25	52	117		2.3
	Sampler Calibrations	1	0.75	1	0.75	52	39		0.8
	Process Testing	1	5	3	15	52	780		15.0
	Process analysis, observations and Control	1	0.5	5	2.5	52	130		2.5
	Issues / Problem Solving	1	1	5	5	52	260		5.0
	Reporting / Data Entry	1	2	1	2	52	104		2.0

Operations Group / Tasks Required		Operations Staff Required for each task	Individual Man Hours / Day	Days /Week Required	Hours /Week	Weeks /Year Completed	Total Hours /Year	Total of Hours /Year	Annual Avg Hours /Week
3a	Equipment Operator	1			18	52		2200	
	A Inspections	1	1	5	5	52	260		5.0
	B General Maintenance	1	4	2	8	52	416		8.0
	D Process Calibrations	1	1	5	5	52	260		5.0
3b	Buildings (X8)				4	52			
	A Inspections	1	0.1	5	0.5	52	208		4.0
	B General Maintenance	1	0.5	5	2.5	52	1040		20.0
	C HVAC	1	1	1	1	2	16		0.3
3c	Assumes/assists Floater Operator duties when needed								

Operations Group / Tasks Required		Operations Staff Required for each task	Individual Man Hours / Day	Days /Week Required	Hours /Week	Weeks /Year Completed	Total Hours /Year	Total of Hours /Year	Annual Avg Hours /Week
4a	Floater Operator							2433	
4b	Process Structures & Tanks (X 13)								
	A drain and inspect	1	4	2	8	1	104		2.0
	B cleaning	2	4	2	16	1	208		4.0
	C General Maintenance	2	4	1	8	1	104		2.0
	D Assist Major Maintenance	1	4	3	12	1	156		3.0
4c	Grounds (New WWTF 37Acres , Old WWTF 11 Acres)								
	A Mowing / Weed Control	1	8	2	16	30	480		9.2
	B Snow Removal	2	8	2	32	22	704		13.5
4d	Collection Systems Support (Lift Stations 25)								
	A Mowing / Weed Control	1	4	1	4	10	40		0.8
	B Equipment (51 Pumps) Clogged Pumps	1	2	1	2	16	32		0.6
	C Cleaning and Entering Wetwells (25)	2	8	5	80	2	160		3.1

Operations Group / Tasks Required		Operations Staff Required for each task	Individual Man Hours / Day	Days /Week Required	Hours /Week	Weeks /Year Completed	Total Hours /Year	Total of Hours /Year	Annual Avg Hours /Week
4a	Floater Operator (Cont.)								
4e	Bio-Solids Support								
A	Land Application	1	8	5	40	6	240		4.6
B	General equipment maintenance	1	4	5	20	3	60		1.2
4f	UnScheduled								
	Equipment Alarms/failures	1	1	2	2	52	104		2.0
4g	Deliveries and Orders (Chemical)								
	Ferric	1	1	1	1	26	26		0.5
	Mag Hydroxide	1	1	1	1	12	12		0.2
	Polymer	1	0.5	1	0.5	6	3		0.1
Notes: 1> On-Call Schedules are Tuesday...Tuesday. For the purpose to avoid overtime the on-call staff's scheduled work week is as follows. (Tuesday...Saturday & Sunday...Thursday) leaving (one of the operators only available during the normal work week to 32 hours/week		4> The estimated hours of 7,571..... reflects conservative numbers and may be low by as much as 2,000		Staffing levels need to be sufficient enough to handle the day to day issues that come up. Examples include alarming, plugged pumps, storm events, lift station High Wetwells, equipment failures, process adjustments, testing and solids control as well as holidays, sick days, vacation days, etc					
2> Operators are required to work every other weekend and are required on the weekend to do the regulatory testing as well as respond to any equipment and lift station alarms.		5>		Note....Operations Staff Required for each task (Many of the tasks are required to be completed at the same time as other tasks)					
3> Every other week..one operator is On Call & responds to after Hours Issues & Support and is scheduled to work the weekend.		6>		The total staffing hours do not reflect Holidays, one operator at 4 days a week, sick days, or vacations.					

Technical Memorandum No. 105.3.9

Staffing

Wastewater Program
Willmar, Minnesota



Date: May 1, 2006

To: Mel Odens, Director of Public Works

Copy: Brian Bollig, Assistant City Engineer
Colleen Thompson, WWTF Superintendent
Sam Lahanis, Program Manager
Mike Gerbitz, Wastewater Engineer
Sandy Kimmler, Civil Engineer

From: Ken Sedmak, Senior Program Manager

By: Ken Sedmak, Senior Program Manager

Purpose

The purpose of this Technical Memorandum (TM 105.3.9) is to outline a proposed staffing strategy for the proposed new wastewater treatment facility.

Existing Staff

The existing wastewater treatment staff consists of eleven staff positions shown on the organizational chart in Attachment A. All the staff report to the superintendent who reports to the Director of Public Works. The wastewater staff duties and responsibilities are for the wastewater treatment plant and lift stations. The wastewater collection system is maintained by the street department staff who report, separately, to the Director of Public Works. Collection system upgrades, I & I reduction program, and sump pump regulations are to be addressed by the City and documented in the Infrastructure Management Technical Memorandum. Some staff sharing occurs between the street department and wastewater treatment staff, as required. Collection system maintenance and inspections staffing will not be addressed in this TM.

Each wastewater staff position is described in the job descriptions in Attachment A. The job descriptions indicate the purpose; organizational relationship; essential functions; other duties and responsibilities; required knowledge, skills, and abilities; minimum qualifications; and working conditions. There are four operations staff and one person for each of the other staff positions for a total of eleven wastewater staff. The staffing level and job descriptions meet the requirements for adequate staffing of a secondary wastewater treatment plant with anaerobic digestion.

Duty Shifts for Proposed Planned Wastewater Facilities

After the proposed new wastewater treatment facility is operational, the existing wastewater treatment plant will be converted from its current role to a raw wastewater pumping station and storage facility. The existing

Technical Memorandum No. 105.3.9
Staffing

Wastewater Program
Willmar, Minnesota

storage garage and maintenance facilities will remain at the site for lift station maintenance, and storage of vehicles, pumps, and other equipment. The lift station maintenance duties and responsibilities will not shift.

Operation, maintenance, laboratory, and instrumentation and control duties will shift from the existing plant to the new plant. The new plant will have fewer unit processes; however, the facility will have to treat wastewater nutrients (ammonia and phosphorous). It will also include a Supervisor Control And Data Acquisition (SCADA) system for plant automation. The new duties will impact the activities of the working foreman, operator and laboratory technician. The operating staff will shift duties from operation of a fixed film secondary plant with anaerobic digestion and chlorine disinfection to an activated sludge plant with mechanical thickening and UV disinfection. The operator job description has diversity to address additional work in laboratory analysis and instrument cleaning and calibration. The operational staff level should not change for these duties from the present level.

The laboratory analysis work should not increase significantly. Some analyses will be added and others eliminated. The NPDES effluent testing will increase, requiring ammonia and phosphorous analyses. The activated sludge process will require suspended solids and settleable solids analyses. Other analyses for anaerobic digestion will be eliminated. Based upon experience with other plants of similar size and complexity, one full-time laboratory technician with support from a part-time assistant should be adequate.

The SCADA system will be changed to conform to the new plant unit process control strategies. The automation has field sensors requiring cleaning and calibration. This duty could be performed by any of the staff. The working foreman knows the existing SCADA system and will shift his knowledge to the new system for administration of the SCADA. The SCADA will be configured during construction and startup, requiring minimum administration following startup. Daily operation of the SCADA Human Machine Interface (HMI) will be by operation staff and accessible to all users. Maintenance of the system will mainly be sensor cleaning and calibration. A change to staff duties will be required for this maintenance activity. Additional staff is not required. Other duties for biosolids coordination, maintenance, and supervision will not change.

Staff Level

Based upon the above review of duty shifts from the existing plant to the new plant, job descriptions will change; however, the existing staff level should be adequate. Also a review of a similar size plant with similar unit processes without lift station maintenance indicates that the current staff level adequate.

Summary

The proposed staffing strategy is as follows:

1. lift station maintenance will not change;
2. operational duties will shift from fixed film secondary plant with anaerobic digestion and chlorine disinfection to an activated sludge plant with mechanical thickening and UV disinfection;
3. frequency of some tests will increase and others will decrease or be eliminated;
4. SCADA will be configured during construction and startup, requiring minimum administration;

Technical Memorandum No. 105.3.9
Staffing

Wastewater Program
Willmar, Minnesota

5. automation of the plant will have field sensors requiring cleaning and calibration; and
6. no duty shifts for biosolids coordination, maintenance and supervision.

The existing staffing level is adequate and will require duty changes and training.

WASTEWATER TREATMENT OPERATOR

Position Title: Wastewater Treatment Operator

Department: Public Works

Department Head: Public Works Director

Immediate Supervisor: WTP Superintendent

Pay Range: 5 **FLSA Status:** Non-exempt

APPROVED:	April 5, 2000
REVISED:	May, 2003
REVISED:	
REVISED:	

Purpose

Performs non-supervisory technical, skilled and manual work with responsibility for the daily operation of all processes and equipment for the City's Wastewater Treatment Plant according to the EPA and MPCA rules and regulations. Includes work with lift stations and biosolids. Serves on standby for emergency and problem situations on a rotational basis. Rotation of job assignments within the operations group as needed.

Organizational Relationships

Reports to: WWTP Working Foreman

Communicates with: *Internally* – other Wastewater and City employees; *Externally* – MPCA staff, suppliers and vendors.

Supervises: None (some work direction provided to part-time employees)

ESSENTIAL FUNCTIONS

Observes plant operations through visual and audio inspections to insure it is working properly.

Records all meters, levels and flows of equipment to ensure proper functioning.

Adjusts motors, valves, pumps to maintain proper treatment; confers with Working Foreman and Superintendent on system adjustments.

Troubleshoot operator-level problems as needed.

Records data and prepares reports on operation.

Maintains and repairs wastewater equipment/buildings.

Perform general maintenance tasks such as operating lawn mowers, removing snow, cleaning/sanitizing bathrooms and general cleaning of buildings' interior and exterior.

Safely handle various chemicals such as sodium hydrochloride, bleach and caustic, potassium permanganate, muriatic and other cleaning acids and chlorine; and order supplies.

Enter and work in confined spaces according to established safety procedures.

Assist in maintaining a safe work environment by observing/noting hazards, taking corrective action or notifying supervisor.

Operates biosolids applicator vehicles and semi-tractor/tank when needed.

Operates other heavy and light equipment such as snowblowers, trackless, skid loaders, sprayers and lawnmowers; and performs other services as needed.

Perform various lab operations through testing and analysis.

WASTEWATER OPERATOR

Operates computer software programs, runs daily/monthly reports, and prepare charts and other information reports.

Assists in plant maintenance from time to time.

Other Duties and Responsibilities

Performs other duties as assigned or apparent.

Flexible to fit into the plant operations group rotation schedule.

Required Knowledge, Skills and Abilities

Knowledge in wastewater operations including basic understanding of biological processes, procedures, lab procedures and permit regulations.

Knowledge of confined space entry and all safety procedures/practices.

Knowledge in the use of a computer to generate daily, monthly and annual reports.

Skill in operating all plant equipment, lift stations, lab equipment and safety equipment.

Ability to organize work tasks, remain flexible to changes, and work independently and as part of a team.

Ability to apply mechanical knowledge and skill to routinely maintain and adjust pumps, motors and other equipment.

Ability to keep complete, accurate and clean operational records.

Ability to descend and ascend into manholes, lift stations and confined space up to 50 feet.

Ability to perform manual labor, which includes bending, crouching, stooping, sweeping, scrubbing and painting as needed.

Working ability to safely lift and carry object weighing up to 50 pounds.

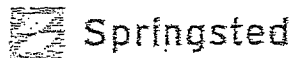
Machines, tools and equipment used: vehicles, telephone, computer and calculator.

MINIMUM QUALIFICATIONS

High school degree or equivalent; State of Minnesota Class D Wastewater Treatment Facility License; Class A Commercial Driver's License with tanker endorsement; Special Engineer Boilers License; and ability to achieve the required knowledge, skills and abilities, and posses minimum qualifications within the probationary period.

Working Conditions

Time is spent performing work in and around the WWTP buildings and grounds with some tasks carried out in confined spaces or at various heights and depths of 50 feet. Regularly uses fine motors skills to coordinate eyes and hands to use, adjust, repair and maintain a variety of tools, machines or equipment. Operates heavy and light equipment. Regularly uses large motor skills to exert moderate to considerable physical effort while performing a variety of movements such as bending, crouching, pushing/pulling, twisting/turning, digging and lifting. All vision abilities and senses, with the exception of taste, may be used depending on the particular task. Exposure to irritants/fumes, hazardous chemicals, temperatures extremes, vibrations, infectious diseases, gases and strong odors, and noise can be occasional to frequent/continual.



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887
Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

LETTER OF TRANSMITTAL

June 18, 2012

Ms. Charlene Stevens
City Administrator
333 SW 6th Street
P.O. Box 755
Willmar, Minnesota 56201

Re: Proposal to Conduct a Strategic Organizational Assessment

Dear Ms. Stevens:

On behalf of the Springsted team, we are pleased to submit this proposal to conduct an organizational assessment of the City of Willmar. We are confident that our experience and expertise can provide you with a credible and successful review process as well as practical and realistic recommendations. Our immediate goal is to establish strong lines of communication and trust, which will provide you and all City officials with confidence in our capabilities and our process.

Springsted is a multi-disciplined financial and management advisory firm. The depth of our professional experience and the scope of our consulting practice are the most important parts of Springsted's ability to provide high quality services. The team that we bring to the City will have experience in the important skills you are seeking, including the ability to evaluate an organizational structure and to diagnose the strengths and weaknesses within the workplace culture. We understand your objective is to establish strategic priorities for organizational change and continuous improvement including identifying gaps in services and reducing inefficiencies. The desire to be more focused on citizen responsiveness and customer service is a well defined and achievable goal.

We believe our team can provide a great foundation on which you can build a strong, progressive and successful organization. If you have any questions on our proposal or want to discuss any aspect of our process, feel free to contact me at 651-223-3047 or dummacht@springsted.com. We look forward to hearing from you on our proposal.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'D. J. Unmacht', written over a horizontal line.

David J. Unmacht
Springsted, Incorporated

kind

City of Willmar, Minnesota
Proposal to Conduct
A Strategic Organizational Assessment

1. Company Profile

Springsted Incorporated
380 Jackson Street
Saint Paul, Minnesota 55101
651-223-3000 main office
651-223-3002 fax
www.springsted.com

Main Contact:

David J. Unmacht
Senior Vice President and Director
651-223-3047 office
651-268-5047 fax
dunmacht@springsted.com

Brief History

Springsted is one of the largest and most established independent public sector advisory firms in the United States. For more than 50 years, we have continually grown in the range of our client relationships, the comprehensiveness of our services and our prominence within the industry. Our business philosophy is focused on providing local governments with a balance of national perspective and local expertise.

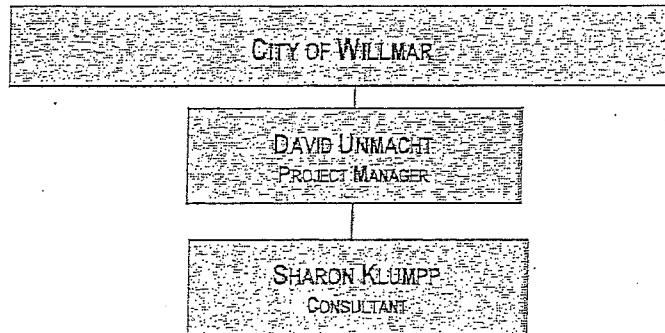
Springsted is a women-owned business and is certified as a Women's Business Enterprise ("WBE") by the City of Saint Paul, Minnesota. Three employee-owners lead Springsted. Our headquarters are located in Saint Paul, Minnesota, with additional offices located throughout the Midwest and Mid-Atlantic states. Specifically, our regional offices include Milwaukee, Wisconsin; Des Moines, Iowa; Kansas City, Missouri; Richmond, Virginia; and Denver, Colorado. For more detailed information on our firm we refer to our website www.springsted.com.

Public entities are under a great amount of pressure to deliver high quality services in a fiscally constrained environment. Traditional methods and means don't necessarily work anymore and this scenario is not likely to change at any time in the future. To that end, elected officials and public administrators are under pressure to employ new and innovative solutions that require progressive leadership, creative partnerships, cautious risk taking and an investment in their personnel and organizational foundation. Success in the public sector is hard to define, but those public entities that enhance and enrich their people, their process and their systems are more likely to deliver more value by maximizing the use of public resources.

Springsted's staff has been advising our clients in organizational development for over 25 years. We have a strong staff with direct experience in managing and leading city and county governments. Our team of professionals brings practical, realistic and creative solutions to the challenges faced by public entities.

II. Springsted Team

The project team will consist of top senior managers within Management Consulting Services. The table below identifies the consultants and their planned role within the study.



David J. "Dave" Unmacht

Senior Vice President and Consultant



Mr. Dave Unmacht will be the Project Manager for the Strategic Organizational Assessment. He will be the day-to-day contact for the City and will be responsible for all aspects of the study. Mr. Unmacht is Director of Springsted's Organizational Management/ Human Resources group. Mr. Unmacht brings more than 15 years of county administration experience, having worked for Scott and Dakota counties, Minnesota. He has also worked as City Manager in Prior Lake and City Administrator in Belle Plaine, Minnesota. He guides clients in organizational and leadership development, staff/elected official relations, human resources, intergovernmental collaborations, comprehensive planning and growth management, communication strategies, facilitation services and strategic planning. He has a master's in Public Administration from Drake University in Iowa and a bachelor's degree in Business Administration and Political Science from Wartburg College in Iowa.

Mr. Unmacht was the recipient of the Minnesota Association of County Administrators (MACA) Joseph F. Ries County Administrator of the Year Award in 2000 and the Minnesota City/County Management Association (MCMA) Manager of the Year in 2007.

Mr. Unmacht is also a Credentialed Manager with the International City/County Management Association (ICMA) and a community faculty member with Metropolitan State University in St. Paul, Minnesota. He taught a course in the summer and fall of 2011 on leading and managing organizational change in the public and non-profit sectors.

Sharon G. Klumpp

Senior Vice President and Consultant



Ms. Sharon Klumpp will be used in support of the analysis and findings sections of the study. She is very familiar with the operations of the City and can be an asset to the process. She specializes in organizational and management consulting for public agencies. Ms. Klumpp has extensive government experience, having served as an Executive Director of the Metropolitan Council – the seven-county regional planning agency for the Twin Cities metropolitan area of Minnesota, as the Associate Executive

Director for the League of Minnesota Cities, as a City Administrator and as an Assistant City Manager. She holds a master's in public administration degree in public administration from the University of Kansas and a bachelor's degree in political science from Miami University in Ohio.

Springsted Team

The Springsted team will provide the following value added benefits to the process and outcomes:

Knowledge of Local Government – We have extensive knowledge and background in the business of city government, including public safety, public works, community development and all aspects of general administration, most notably, public finance, human resource management, organizational development and general government operations. We are former public sector managers who bring distinct, yet complementary experiences to the team.

Knowledge of the City – Our work and experience with the City of Willmar, Kandiyohi County, and Willmar Municipal Utilities will be an asset to the study. We know the Willmar community.

III. Proposed Process

There are five specific steps to our process. The methodology used to address the scope of services will include a combination of on site field work and interviews, existing document review and analysis and application of best practices and professional standards.

Process and Outcome Credibility

One of our distinctive qualities is the commitment we have to ensure the success of the study. To that end, our experience and project approach takes into consideration two key variables: *process credibility* and *outcome credibility*. Process credibility is the realization to all involved, in particular the City Council and staff, that the methodology used is credible, reasonable and fair to all concerned. In addition, the information and communication must be transparent, honest and timely. Outcome credibility is the realization that the information and data used to develop the findings and conclusions is comprehensive, complete and applied consistently and appropriately without bias or preference to any particular person, persons or individual agenda. If these two objectives are realized, the recommendations, outcomes and future implementation are on a strong foundation. This distinction is unique in our business and is a contributing factor to the benefits and strengths of the Springsted team.

Through our conversations we understand that the purpose of the study is to conduct a strategic organizational assessment. To that end, the focus of our analysis will include the following five areas: 1) organizational structure; 2) workplace culture; 3) intergovernmental relations; 4) customer service; and 5) business processes. These five points will form the core elements of the analysis. The following five steps represent our process:

Step One: Project Coordination

This includes ensuring that the details and logistics of the study are understood and agreed upon. The logistics and details will be completed immediately upon approval to proceed with the study.

Step Two: On Site Field Work

This includes members of Springsted's team on site conducting extensive interviews and document review. We will work with the City to identify the individuals to interview, including members of the City Council, the management team, staff (supervisory and non-supervisory) and any partners and affiliates of the City that can provide valuable insight into the areas of study. We will work with the City to identify citizens and community partners that will be interviewed. We are very respectful and personable in our interactions; we treat each interview in confidence and we earn the trust of the individuals we interact with. This is an important component of our process as our body of work is only as good as the information we can obtain from those we interview.

It is not practical to interview every member of the staff. We propose to conduct a confidential on-line staff survey. Each staff member would have access to a survey using *survey monkey* – a list of 6-8 questions will be offered which seeks to learn more information on the City and the study areas. We will work with the City to develop the questions and we will be responsible for the administration of the survey and the presentation of the results.

Step Three: Document Review

At the beginning of the study we will provide a list of information necessary to fully understand the existing conditions and status of the City's operations. This list will include such items as existing structure and reporting relationships, previous reports if available, policies, procedures and other documents of record that the City uses as guides and directives. This step actually coincides with the on site field work, but is completed in earnest after we have gathered all of the interview information.

Step Four: Preparation of Preliminary Findings

Upon completion of steps two and three the Springsted team will prepare a set of findings which are based on all of the inputs we have received to date. This set of findings will articulate the facts and will be used as a foundation for our recommendations. We will host a work session with key city leaders to present the findings for review and comment before they are completed. The City's review is critical to confirming the reliability and accuracy of the information we have prepared.

Step Five: Preparation of the Report

Upon completion of the findings, the report will be prepared. This report will include all of the tasks within the scope of services and any other information we determine based on our work. The report format will be determined in conjunction with input from the City.

Our commitment is that the City will have a report that will be a practical and useful guide for the future. This report will provide a road-map for the City to enhance, improve and build a strong and solid organization for the long term future.

Included in the report will be the following five deliverables:

- 1) Recommendations on the organizational structure
- 2) An assessment of the workplace culture
- 3) Observations and opportunities for intergovernmental relations
- 4) An assessment of the City's customer service
- 5) Recommendations on the business practices and processes in place

In addition, if we learn of other topics or issues of concern based on our work we will identify and discuss those with the City as appropriate.

Project Schedule

The schedule below identifies the major project milestones. The specific steps and timeframe are subject to review and discussion with the City. We estimate the overall process to be approximately three months in length; however, if the City desires the process to be shorter, we can accommodate a different schedule. Once the notice to proceed is provided, we will work with the City to fill in the project milestone dates.

Project Milestones	Timeframe
Contract award; notice to proceed	
Project coordination; discuss details, finalize study process	
Data request submitted and analysis begins	
On site field work, document review and data analysis (minimum of two trips)	
Preparation of preliminary findings	
Briefing on preliminary findings with the City	
Preparation of draft report	
Presentation of draft report to the City Council	
Finalize report	

IV. Fee

We propose to conduct the study as outlined in this work plan for \$17,500. This does not include miscellaneous expenses that will be needed. These expenses will be invoiced separately and will be primarily related to travel. We estimate that these expenses will not exceed \$1,250. We will invoice the City for the full amount of the fee upon completion of the study.

The Springsted team may have other business that will require travel to the City of Willmar. If in fact there is additional work in the Willmar area, the Springsted team will do all it can to minimize costs related to travel and on site work. We will explore all possibilities to combine trips to reduce the miscellaneous expenses.

We also recognize that the City may want to discuss the specific project and process to address changes and additional needs that may arise. Thus, our proposal is subject to discussion and change at the request of the City.

**COMMUNITY DEVELOPMENT COMMITTEE
CITY OF WILLMAR, MINNESOTA
THURSDAY, JULY 12, 2012**

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, July 12, 2012, in Conference Room No.1 at the City Office Building. Chair Dokken called the meeting to order at 4:45pm.

Present:

Jim Dokken	Chair
Steve Ahmann	Council Member
Ron Christianson	Council Member
Bruce DeBlieck	Council Member
Bruce Peterson	Director of Planning and Development Services

Others present: Mayor Frank Yanish, Building Official Randy Kardell, Steve Renquist – EDC Director

1. PUBLIC COMMENTS (FOR INFORMATION ONLY)

There were no public comments offered at this meeting.

2. ECONOMIC DEVELOPMENT COMMISSION UPDATES (FOR INFORMATION ONLY)

Steve Renquist, EDC Director, presented information about the EDC 5-year goals and work program (see Attachment A). Also included in the presentation was a recap of EDC committee activities. Information on accomplishments was highlighted in the report.

Mr. Renquist also provided updates on the growth of several local manufacturers. He noted a lack of available industrial buildings.

3. 2011 - 2012 CONSTRUCTION REVIEW (FOR INFORMATION ONLY)

Building Official Randy Kardell presented a comparison of January through June construction data for the years 2011 and 2012 (see Attachment B). It was noted that the total number of permits in 2012 was up slightly, but the total construction value was up significantly over 2011. The Committee requested year-end information for 2008 through 2011 so a longer term comparison can be drawn on construction activities (see Attachment C).

4. 201 HAVANA STREET STATUS UPDATE (MOTION)

Staff reported on recent court action that allows the City to demolish the house at 201 Havana Street NE. The owner and mortgage company did not appear at the hearing and the City was granted its request for demolition effective July 1, 2012. After assembling costs to have the house demolished and the basement backfilled, it was the recommendation of staff that the Fire Department burn the house as a training exercise. Doing so would come at significant savings to the City. The Committee was reminded that the City is responsible for paying the costs of demolition.

and will have to seek reimbursement from the owner or mortgage holder. It is more likely that the costs will be added to the tax bill as an assessment to the property.

Following a discussion a motion was made by Council member Christianson, seconded by Council member Ahmann and passed for the following:

RECOMMENDATION: To allow the Fire Department to burn the house as a training exercise.

5. PROJECT UPDATES (FOR INFORMATION ONLY)

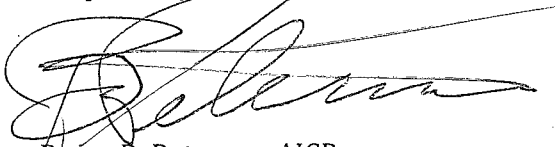
Staff presented a list of departmental activities and construction projects that are underway or are about to begin in the City (see Attachment D).

6. MISCELLANY (FOR INFORMATION ONLY)

Council member Ahmann inquired about the marketing of Garfield and Lincoln Schools for economic development purposes. Mayor Yanish raised the subject of hiring a City Health Inspector due to complaints about restaurant inspections. It was explained that the County licenses eating establishments and that annual inspections are required and conducted by the County.

7. There being no further business to come before the Committee, the meeting adjourned at 6:25pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Bruce D. Peterson', written over a horizontal line.

Bruce D. Peterson, AICP
Director of Planning and Development Services

Kandiyohi County
& City of Willmar
Economic Development Commission

5-Year Goals (2011-2015)

EDC's 2011 GOALS				
Goal	Responsible Party	Timeline	Status or Completed	
1. Continue efforts to maintain and expand businesses in Kandiyohi County	BRE/R Committee			
a. Survey local business industry sectors mapping and modeling successes in trends and growth indicators (success stories) <ul style="list-style-type: none"> * There are two types of surveys—the first is an ongoing business visitation program that allows continuous and current information regarding the condition of the Kandiyohi County business environment and community. We continue to work with the GROW Minnesota program—they average three to four physical calls with written surveys per month and we continue our own call program (without written surveys) of five to six calls per month. The second type of survey involves an actual written survey—this type of instrument is effective because we can cover a large number of businesses and ask specific questions and quantify and analyze the results. We are working with the University of Minnesota Extension group to plan a survey. There have been changes within the Extension program that cause them to be unable to complete the survey at this time. The \$1,500 grant remains available. * Wrote a technology grant for \$1,500 with University of Minnesota Extension Service to do outreach to Kandiyohi County businesses 	BRE/R Committee Marketing Committee			
b. Enhance opportunities for business growth <ul style="list-style-type: none"> * The following are some of the more interesting results of EDC programs: * Worked with the BNSF RR on a federal stimulus grant that would fund a western Willmar rail bypass, rail service to new industrial park and potential service to airport. * Worked to create the U of M Mid Central Research and Outreach Center 	BRE/R Committee BRE/R Technology Advisory Committee Finance Committee			

5-Year Goals ranked in order of priority by the Joint Operations Board 9/9/2010
5-Year Goals adopted by Joint Powers Board 10/28/2010
Revised as of 1/12/2012 (Steve Renquist's updates) (Jean Spaulding's updates)

Attachment A
7-12-12

EDC's 2011 GOALS

Goal	Responsible Party	Timeline	Status or Completed
<p>(open spring/summer 2012)</p> <ul style="list-style-type: none"> * Worked to create the Minnesota Dairy Research and Training Center * Worked to re-institute the Minnesota Turkey Research and Development Center * Introduced numerous business opportunities to the MWTC—you are familiar with Tenex but, sometimes, the ones that do not achieve fruition can be interesting as well—one opportunity was a company that made a mastitis detection system that possibly had application to EpiTox vaccine capabilities and Nova Tech's robotic manufacturing capabilities * Conducted numerous Bio-Business Seminars to introduce local entrepreneurs to business potential innovation with area application. * Hosted 8 business internet workshops in conjunction with MIRC and University of Minnesota Extension Service with 107 participants from throughout the region * Provided Revolving Loan Fund loans to Cronen Custom Cabinets & Flooring, Peaceful Thymes Gifts & Garden Center, Inc. and LuLu Beans, Inc. * Provided Entrepreneurs' Loan Guarantee Program loan to Kandi Quick Stop and Cronen Custom Cabinets & Flooring * Meet with businesses on an ongoing basis to provide business plan review, coaching and mentoring 			
<p>c. Continue to promote and enhance Kandiyohi County's and Willmar's business-friendly environment</p> <ul style="list-style-type: none"> * Regulatory Review Committee researches opportunities to streamline business continuation and growth * Represent area business interests at local and state entities * Provided website grants to 9 businesses * Hosted 8 business internet workshops in conjunction with MIRC and University of Minnesota Extension Service with 107 participants from throughout the region * Launched EDC's new website and social media marketing campaign 	<p>Ag Committee BRE/R Committee Marketing Committee</p>		

EDC's 2011 GOALS																
Goal	Responsible Party	Timeline	Status or Completed													
* Hosted first Discover Manufacturing Innovation Showcase and tours																
d. Increase the number of businesses <u>Business Employment Dynamics</u> 1/12/2012 2 nd Quarter 2011 Total, All Industries/Private 1,227 9/28/2011 4 th Quarter 2010 Total, All Industries/Private 1,249 * The county has 1,227 businesses that qualify for DEED reporting statistics - past quarter of 2011 has witnessed a drop of 22 businesses. Overall, our number of businesses has increased and the number of jobs has increased.	BRE/R Committee															
e. Increase employment <u>Local Area Unemployment Statistics</u> <table><tr><td>Date</td><td>Labor Force</td><td>Employment</td><td>Unemployment Rate</td></tr><tr><td>1/12/2012</td><td>24,532</td><td>23,477</td><td>4.3% (as of 11/2011)</td></tr><tr><td>12/2010</td><td>23,999</td><td>22,542</td><td>6.1%</td></tr></table>	Date	Labor Force	Employment	Unemployment Rate	1/12/2012	24,532	23,477	4.3% (as of 11/2011)	12/2010	23,999	22,542	6.1%	BRE/R Committee			
Date	Labor Force	Employment	Unemployment Rate													
1/12/2012	24,532	23,477	4.3% (as of 11/2011)													
12/2010	23,999	22,542	6.1%													
f. 100% broadband and cell phone coverage within Kandiyohi County by 2015 (See <u>County broadband map attached as of 1/12/2012 by GIS Midwest</u>) (See 6 broadband maps attached as of 4/1 and 10/1/2011 by MN Connect) * Our work is contained in Jean's remarks. I will ask, if necessary, are we prepared to use government bonding capacity (and interest rates) to construct a cellular tower and lease space to potential users IF the potential revenue stream will exceed the bond/maintenance costs? * 2011 cell phone provider changes required delay of evaluation of survey coverage areas	BRE/R Committee BRE/R Technology Advisory Committee Jean Spaulding															
g. Obtain railroad access to Willmar's new industrial park * We worked with the BNSF Railway on a federal stimulus grant – reaching the point of the EDC pledging match money – the project ultimately was terminated by the RR * Passenger rail – a corresponding bid was placed with MN DOT regarding local interest in re-connection of passenger rail service. Our bid was recognized but	BRE/R Committee Bruce Peterson															

EDC's 2011 GOALS											
Goal	Responsible Party	Timeline	Status or Completed								
we received a three level priority which partially caused our interest in the west Willmar bypass.											
2. Assist Rice Memorial Hospital in strengthening its position as a regional hospital	Marketing Committee										
a. Determine the hospital board's strategies to strengthen their position	Steve Renquist Jean Spaulding										
b. Identify three ways to assist the hospital in the process * The EDC personnel assist Rice with Doctor recruitment. We assist Rice with the production of local information used to market the community.	Steve Renquist Jean Spaulding										
c. Assess and improve the perception county residents have about the hospital * Met with Dale Husted re: niche marketing; provided examples from Woodbury	Steve Renquist Jean Spaulding										
d. Investigate extended-stay lodging at the hospital * We have worked with the Willmar Design Center on this task	BRE/R Committee Steve Renquist Bruce Peterson		Presentation made to city of Willmar and Rice contacted								
e. Support a parking ramp for the hospital * The EDC has proposed a parking ramp – to be lawfully funded (construction and maintenance) by sales tax revenue.	Steve Renquist Bruce Peterson Gary Geiger, BRE/R Committee										
f. Identify ways to foster cooperation between Willmar's medical facilities and the hospital * Our BRE call program has visited all of the area's medical facilities – we have assisted in creating the environment in which duplicative services have been combined to increase local profitability. We have hosted a local medical CEO joint meeting with Senator Franken to discuss federal issues with local impact	Steve Renquist Jean Spaulding										
3. Fill additional 50% of MinnWest Technology Campus (MWTC) capacity by 2015	BRE/R Committee indirectly assist by working on Goal 1 Finance Committee Marketing Committee										
<table><tr><td>Date</td><td>Business Tenants</td><td>No. of Full-Time Employees</td><td>No. of % Filled</td></tr><tr><td>12/15/2011</td><td>28</td><td>327</td><td>55%</td></tr></table>	Date	Business Tenants	No. of Full-Time Employees	No. of % Filled	12/15/2011	28	327	55%			
Date	Business Tenants	No. of Full-Time Employees	No. of % Filled								
12/15/2011	28	327	55%								

EDC's 2011 GOALS				
	Goal	Responsible Party	Timeline	Status or Completed
1/13/2011	19 275 40% * This is well on its way to being completed. The fill capacity of the campus has gone from 40 to 55% in the past year with gain already since the 2011 measurement.	Jean Spaulding		
a.	Development and success of the Mid-Central Research and Outreach Center * The EDC has continually worked to enhance the opportunity for success of the MC ROC facility. We are working with U of M officials regarding the marketing of the facility. We are working with U of M officials regarding the makeup of the personnel and services offered at the facility i.e. the Office of Commercialization, IREE and IRETI (Mankato State). The EDC personally recruited the U of M Regional Extension Office to locate on campus. * Invited Tim Miller to attend January 2012 Marketing Committee meeting to discuss MCROC goals, objectives and open house timelines	Marketing Committee Steve Renquist Jean Spaulding		
b.	Annually identify with MWTC at least three ways the EDC can assist MWTC * Identify and recruit businesses to MWTC * Assist in financing business opportunities at MWTC * Participate in recruitment of key employees to MWTC business * Identify and recruit supporting elements and agencies that participate in the success of campus private ventures * The EDC has open a Renewable Resources and Ag BioBusiness office at the MWTC * Worked actively on a very successful Animal Science Venture Forum * Attended Life Science Alley annual conference and expo	Marketing Committee Jean Spaulding		
4.	Develop new opportunities for cooperation with similar agencies			
a.	Create regional biosciences corridor by 2015 * We have met with local legislative element to initiate legislation creating West Central Regional Renewable Resource Corridor. We have conducted a preliminary meeting with regional agencies to discuss the potential and plan of execution. We have initiated a Highway 12 Corridor Coalition – conducted one	Steve Renquist Jean Spaulding		

EDC's 2011 GOALS

Goal	Responsible Party	Timeline	Status or Completed
<ul style="list-style-type: none"> meeting and have the second meeting planned for January 13. * Attended bioconference on behalf of MWTC to research existing corridors and concepts for Minnesota 			
b. Assess knowledge base and relationships <ul style="list-style-type: none"> * The EDC continually work with local providers to assess and affect the capacity of local workers whether it is in K-12 or adult-education situations. We work to ensure all ethnic elements realize opportunity for personal or business success. The EDC works very hard to maintain personal relationships with the personnel invested with the capacity to make decisions for MC ROC, IREE and IRETI – all elements that can affect the local capacity to recruit and retain advanced talent. * Member of MAPCED and its legislative committee * Member of EDAM and its legislative committee * Attend regular meetings with DEED * Completed the National Development Council Economic Development Finance Training Program and received certification in June 2011 as an Economic Development Finance Professional * Attended Blandin Broadband Conference * Board member of Willmar Area Multicultural Business Center (WAM-BC) * Hosted Federal Reserve of Minnesota informational meetings with WAM-BC 	Steve Renquist Jean Spaulding		
c. Identify and investigate two options annually <ul style="list-style-type: none"> * U of M Extension (Community Vitality) playing a role in MCROC marketing * U of M Office of Commercialization * IRETI presence * Continued Swedish opportunities 	Steve Renquist Jean Spaulding		
5. Successful commercialization of two renewable energy projects and expansion of three value-added ag businesses	Ag Committee BRE/R Committee will assist, if requested by the Ag Committee		

EDC's 2011 GOALS				
Goal	Responsible Party	Timeline	Status or Completed	
a. Renewable energy projects to be worked on in 2011 * Renewable energy projects to be developed in 2012 – Ag Biomass to Anhydrous Ammonia project – grant announcement due end of January 2012	Steve Renquist Cathy Keuseman			
b. Value-added ag projects to be worked on in 2011 * Fuel cell project, Dairy Research and Training facility – promote Turkey Research and Development facility, WC Renewable Resource Coalition, turkey litter combustion	Steve Renquist Cathy Keuseman			
6. Achieve 50% increase in local airport utilization by 2015 (1/13/2011, the airport does not keep track of takeoffs and landings, but does track fuel sales and hangar rentals; <u>see</u> attached Willmar Municipal Airport Fuel Sales furnished by Bruce Peterson 4/6/2011)	BRE/R Committee will create and make a presentation			
a. Pursue cargo * Approached Metropolitan Airport Commission regarding entering Satellite Air Facility program for cargo. Additional conversation is waiting on economy and personnel adjustments.	Steve Renquist Bruce Peterson Ron Erpelding			

EDC's 2011 GOALS				
Goal	Responsible Party	Timeline	Status or Completed	
b. Pursue on-field aviation businesses * Offered to organize and head Airport Commission Marketing Committee, contacted national avionics business regarding local installation * Assisted city of Willmar with marketing plan to submit to FAA on airport release * Added former airport terminal building to DEED property listing and EDC website	Marketing Committee Steve Renquist Jean Spaulding			
c. Increase on-field hangar facilities to attract on-base aircraft <u>Date</u> 1/13/2011 <u>Public Hangar Spaces</u> 20 <u>Private Hangars</u> 22 <u>No. of Based Aircraft</u> 51	Steve Renquist Bruce Peterson			
d. Enhance air taxi service and charter flight options * We have talked to an air-taxi company that feels they service the Kandiyohi County area by having their service available and see no present need to locate here. Charter flights are available.	Steve Renquist Bruce Peterson			

EDC's 2011 GOALS				
Goal	Responsible Party	Timeline	Status or Completed	
AGRICULTURE AND RENEWABLE ENERGY DEVELOPMENT COMMITTEE Adopted 3/17/2011				
2. Position Kandiyohi County to commercialize renewable resources and intellectual property <ul style="list-style-type: none"> a. West Central NH₃ Cooperative <ul style="list-style-type: none"> i. Form cooperative and flip project to private entity ii. Assist in the conversion to private entity * This project is moving forward – the initial private entity has been formed, we expect favorable news on the grant by the end of January and we have identified the cash match for the grant (\$125,000) b. Fuel Cell Subcommittee <ul style="list-style-type: none"> i. Identify markets ii. Options for research iii. Grant for feasibility study based on research * The Fuel Cell Subcommittee continues to meet, although somewhat overshadowed by the NH₃ project. They have had preliminary conversations with potential markets. They seek the same 'big next step forward' that was found with the NH₃ project c. Solar <ul style="list-style-type: none"> i. Determine best conditions for solar energy ii. Farms iii. Businesses iv. Municipal buildings * Local interest but put on 'back burner' at this time. We have active conversations with a solar cell manufacturer – waiting to complete due diligence d. Wind <ul style="list-style-type: none"> i. Whirlwind Energy, LLC—moves forward cautiously ii. Lake Country Wind, LLC—is ready (we think) for PPA iii. Potential Horizon Wind, LLC e. Jet fuel from ethanol (Relates to 5-Year Goal 5) * we are waiting for more information from federal government 	Steve Renquist Cathy Keuseman Steve Renquist Cathy Keuseman Cathy Keuseman Ag Renewable Energy Subcommittee Steve Renquist Cathy Keuseman Ag Renewable Energy Subcommittee			

Goal

5-Year Goals ranked in order of priority by the Joint Operations Board 9/9/2012
5-Year Goals adopted by Joint Powers Board 10/28/
Revised as of 1/12/2012 (Steve Rheunoff's updates) (Jean Spaulding's update)

EDC's 2011 GOALS

Goal	Responsible Party	Timeline	Status or Completed
<p>vi. DOE (U.S. Department of Energy)</p> <p>* We list CERTS, AURI, DEED, SWIF, area Cooperatives and DOE coordination. I have personally participated in meetings with all of the above but DOE and I understand Cathy has had conversations with them.</p> <p>c. Website: http://www.kandi-ag-energy.com/</p> <p>i. Google ads</p> <p>ii. Podcasting of Biobusiness Forums</p> <p>iii. Article submissions by committee members</p> <p>* Our Ag and Renewable Energy office has been very active in developing its own website (with over 1,000 hits per month) we podcast on numerous topics.</p>			
<p>4. Create a positive regulatory environment for local agriculture and renewable energy development</p> <p>a. Assist Bushmills Ethanol with (Minnesota Pollution Control Agency (MPCA) issues</p> <p>i. Involve local, state and federal political support</p> <p>ii. Create good public relations</p> <p>b. GreenStep Cities Subcommittee</p> <p>i. CERTS/MPCA</p> <p>ii. Create working groups</p> <p>(1) economic development</p> <p>(2) buildings and lighting</p> <p>(3) environmental management</p> <p>(4) land use</p> <p>(5) transportation</p> <p>c. Kandiyohi County Landfill Task Force</p> <p>i. Working together with MPCA for best solution</p> <p>ii. Keep economic development as main criteria for moving forward</p> <p>* We assisted with the origination and administration of this group. The project was put on hold waiting for the results of a Willmar MUC grant request. The project will re-initiate. It appears, at this juncture, to be very difficult to develop a satisfactory ROI from local garbage conversion to energy.</p>	<p>Ag Regulatory Subcommittee</p> <p>Ag Regulatory Subcommittee</p> <p>Cathy Keuseman</p> <p>Steve Renquist Cathy Keuseman</p>		

EDC's 2011 GOALS				
Goal	Responsible Party	Timeline	Status or Completed	
5. Develop agribusiness and renewable energy commercialization opportunities a. Renewable Energy Institute/MCROC partnership commercialization of business and workforce development (Relates to 5-Year Goals 1c, 3a, 3b, 4a, 4c, 6b) i. Wind turbine technicians ii. Geothermal installers iii. Solar installers iv. LEED certification v. Energy auditor certification vi. Biomass collectors	Steve Renquist Cathy Keuseman			
6. Funding a. Detailed agriculture financing programs b. Detailed renewable energy financing programs	Steve Renquist Cathy Keuseman			

EDC's 2011 GOALS

Goal	Responsible Party	Timeline	Status or Completed
BUSINESS, RETENTION AND EXPANSION/RECRUITMENT (BRE/R) COMMITTEE Adopted 1/5/2011			
<p>1. Continue efforts to maintain and expand businesses in Kandiyohi County (Relates to 5-Year Goal 1)</p> <p>a. Survey local business industry sectors mapping and modeling successes in trends and growth indicators (success stories)</p> <ul style="list-style-type: none"> * Informal meetings average 4-6 per week. Work with Grow MN program 30 – 40 formal calls per year. Setting up EDC delivered survey measuring business climate and web utilization. * Wrote a technology grant for \$1,500 with University of Minnesota Extension Service to do outreach to Kandiyohi County businesses <p>b. Enhance opportunities for business growth</p> <ul style="list-style-type: none"> * MinnWest Technical Campus, MC ROC, business recruitment, loan programs, financial packaging, skilled worker identification, training and retention programs, Biobusiness Forums, business call programs are all part of causing a business friendly environment and at environment where businesses have an enhanced opportunity for success. Buhler Versatile put their third U.S. plant in Willmar – the first two are in the tax haven South and North Dakota – yet they chose us because we represented their best accumulative factors for success. * Hosted 8 business internet workshops in conjunction with MIRC and University of Minnesota Extension Service with 107 participants from throughout the region * Provided Revolving Loan Fund loans to Cronen Custom Cabinets & Flooring, Peaceful Thymes Gifts & Garden Center, Inc. and Lulu Beans, Inc. * Provided Entrepreneurs' Loan Guarantee Program loan to Kandi Quick Stop and Cronen Custom Cabinets & Flooring * Meet with businesses on an ongoing basis to provide business plan review, coaching and mentoring <p>c. Continue to promote and enhance Kandiyohi County's and Willmar's business-friendly environment</p>	<p>BRE/R Committee Steve Renquist</p> <p>Art Norby</p>		<p>MN Extension contacted</p>

EDC's 2011 GOALS															
Goal	Responsible Party	Timeline	Status or Completed												
<p>* Always, constant (to the aggravation of some of our neighbors), we are aggressive.</p> <p>* Provided website grants to 9 businesses</p> <p>* Hosted 8 business internet workshops in conjunction with MIRC and University of Minnesota Extension Service with 107 participants from throughout the region</p> <p>* Launched EDC's new website and social media marketing campaign</p> <p>* Hosted first Discover Manufacturing Innovation Showcase and tours</p> <p>d. Increase the number of businesses</p> <p><u>Business Employment Dynamics</u></p> <p>1/12/2012 2nd Quarter 2011 Total, All Industries/Private 1,227</p> <p>9/28/2011 4th Quarter 2010 Total, All Industries/Private 1,249</p> <p>e. Increase employment</p> <p><u>Local Area Unemployment Statistics</u></p> <table><tr><th>Date</th><th>Labor Force</th><th>Employment</th><th>Unemployment Rate</th></tr><tr><td>1/12/2012</td><td>24,532</td><td>23,477</td><td>4.3% (as of 11/2011)</td></tr><tr><td>12/2010</td><td>23,999</td><td>22,542</td><td>6.1%</td></tr></table> <p>f. 100% broadband and cell phone coverage within Kandiyohi County by 2015</p> <p>* 2011 cell phone provider changes required delay of evaluation of survey coverage areas</p> <p>g. Obtain railroad access to Willmar's new industrial park</p>	Date	Labor Force	Employment	Unemployment Rate	1/12/2012	24,532	23,477	4.3% (as of 11/2011)	12/2010	23,999	22,542	6.1%	<p>Technology Advisory Committee Jean Spaulding</p> <p>Steve Renquist</p>		
Date	Labor Force	Employment	Unemployment Rate												
1/12/2012	24,532	23,477	4.3% (as of 11/2011)												
12/2010	23,999	22,542	6.1%												
2. Assist Rice Memorial Hospital in strengthening its position as a regional hospital by investigating extended-stay lodging at the hospital. (Relates to 5-Year Goal 2)	<p>Steve Renquist Jean Spaulding Steve Renquist Bruce Peterson Gary Geiger, BRE/R Committee</p>														
a. Support a parking ramp for the hospital		Presentation made to city of Willmar and Rice contacted													
3. Indirectly assist with filling additional 50% of MWTC capacity by 2015 by working on goal 1. (Relates to 5-Year Goal 3)	<p>Steve Renquist Jean Spaulding</p>														

EDC's 2011 GOALS					
Goal			Responsible Party	Timeline	Status or Completed
<u>Date</u>	<u>Business Tenants</u>	<u>Full-Time Employees</u>	<u>% Filled</u>		
12/15/2011	28	327	49%		
1/13/2011	19	275	40%		
4. If requested, will assist the EDC's Agriculture and Renewable Energy Development Committee, in commercialization of two renewable energy projects and expansion of three value-added ag businesses. (Relates to 5-Year Goal 5)			Steve Renquist Cathy Keuseman		
5. Create a presentation on the need to hire a full-time airport manager to promote the Willmar airport that can be presented to community organizations, such as chambers, and create a coalition to make a presentation to the Willmar City Council. Set a meeting with the Willmar mayor and recommend obtaining proactive marketing people to serve on the Willmar Airport Commission. (Relates to 5-Year Goal 6)			Steve Renquist Bruce Peterson Ron Erpelding		

EDC's 2011 GOALS				
Goal	Responsible Party	Timeline	Status or Completed	
BRE/R TECHNOLOGY ADVISORY COMMITTEE Adopted 12/3/2010				
1. Become an advisory group to the BRE/R Committee with the following purposes: a. Monitor the technology atmosphere of the business community (Relates to 5-Year Goal 1b) b. Make sure the business community is aware of emerging issues or needs relating to technology * Hold regular MIRC Advisory Committee meetings c. Monitor past, current and future requirements for technology and advocate for businesses with vendors (Relates to 5-Year Goal 1b) d. Assist with obtaining 100% broadband and cell phone coverage within Kandiyohi County by 2015 (Relates to 5-Year Goal 1f) * 2011 cell phone provider changes required delay of evaluation of survey coverage areas	Technology Advisory Committee Jean Spaulding Steve Renquist Jean Spaulding Technology Advisory Committee Technology Advisory Committee Jean Spaulding		ongoing	
2. Fund 10 web grants for new or upgraded websites	Technology Advisory Committee	businesses notified 3/7/2011; one declined	all 9 grants paid as of 12/23/2011	

EDC's 2011 GOALS				
Goal	Responsible Party	Timeline	Status or Completed	
FINANCE COMMITTEE Adopted 1/11/2011				
1. Provide financial assistance and coordinate financial packaging to enhance opportunities for business growth (Relates to 5-Year Goal 1b) a. in collaboration with Kandiyohi County banks and other partners b. to companies locating in Kandiyohi County c. to other entrepreneurs * Provided Revolving Loan Fund loans to Cronen Custom Cabinets & Flooring, Peaceful Thymes Gifts & Garden Center, Inc. and LuLu Beans, Inc. * Provided Entrepreneurs' Loan Guarantee Program loans to Kandi Quick Stop and Cronen Custom Cabinets & Flooring * Completed the National Development Council Economic Development Finance Training Program and received certification in June 2011 as an Economic Development Finance Professional	Finance Committee Jean Spaulding			
2. Pursue and promote alternative sources of funding a. Search for financing options from other economic groups b. Collaborate with MinnWest Technology Campus (MWTC) on unique needs of bioscience startup companies interested in MWTC (Relates to 5-Year Goal 3) * Assisted with equity financing meetings for Tenex Health * Working actively on board of directors of MN Angel Network * Serving on advisory committees for companies looking for financing * Continuing organization of a Kandiyohi County Angel Fund	Finance Committee Jean Spaulding Steve Renquist			
3. Market loan programs through: a. publicity opportunities * Will be working with new loans for open house marketing opportunities (Peaceful Thymes, Cronen Cabinets and Lulu Beans) b. one-on-one meetings with entrepreneurs c. meeting with Kandiyohi County banks * Presentation at Kandiyohi County Bankers' Association monthly meeting	Jean Spaulding Steve Renquist	ongoing	ongoing	

EDC's 2011 GOALS				
Goal	Responsible Party	Timeline	Status or Completed	
(Relates to 5-Year Goal 1b)				
4. Refer entrepreneurs and problem loans to SCORE and the Small Business Development Center * Initiating meetings with SBDC in Marshall for local office in Kandiyohi County	Finance Committee Jean Spaulding Steve Renquist	ongoing	ongoing	
5. Evaluate loan loss reserves (annually) * Obtain quarterly reports from lenders and all loans are current * Two loans under the Entrepreneurs' Loan Guarantee Program were paid off in 2011 with one being two years early	Finance Committee Jean Spaulding Steve Renquist		7/12/2011	
6. Review marketing information (annually)	Finance Committee Jean Spaulding Steve Renquist		250 copies of new flyer printed 7/2011	

EDC's 2011 GOALS

Goal	Responsible Party	Timeline	Status or Completed
MARKETING AND PUBLIC RELATIONS COMMITTEE Adopted 2/28/2011			
1. Continue to support the marketing efforts of the EDC a. Produce an annual publication to promote EDC programs and successes * Committee recommended completing after the website launch b. Host a stakeholder session to identify/quantify business-friendly environment indicators (Relates to 5-Year Goal 1a and 1c) i. Meet with stakeholders to develop content stories, focusing on positive, business-friendly practices to build/strengthen a business friendly-environment (Relates to 5-Year Goal 1a and 1c) c. Meet with Rice Memorial Hospital to develop an EDC brand sheet—along with section in annual publication—that focuses on positive outcomes and successes of the regional hospital (Relates to 5-Year Goal 2) d. Meet with MinnWest Technology Campus to develop cooperative programs and press to maximize successes of the campus (Relates to 5-Year Goal 3) * Meet regularly with MWTC staff for planning and business development e. Meet with University of Minnesota for a launch/marketing plan for the Mid-Central Research and Outreach Center (Relates to 5-Year Goal 3a) * Invited Tim Miller to attend January 2012 Marketing Committee meeting to discuss MCROC goals, objectives and open house timelines	Marketing Committee Jean Spaulding Steve Renquist Marketing Committee BRE/R Committee Jean Spaulding Steve Renquist Jean Spaulding Steve Renquist Marketing Committee Jean Spaulding Steve Renquist		
2. Launch the EDC's new website a. Make the new website a focus in the annual publication b. Utilize search tools to maximize demographic information c. Develop a newsletter with the website	Marketing Committee Jean Spaulding		9/2011 completed
3. Market the EDC using social media a. Further develop the LinkedIn and Facebook pages * Finalized development of Facebook and LinkedIn accounts and post on a regular basis with good results * Opened a Twitter account and post on a regular basis with good results	Marketing Committee Jean Spaulding		11/30/11/ongoing

EDC's 2011 GOALS				
Goal	Responsible Party	Timeline	Status or Completed	
<ul style="list-style-type: none"> * Started Constant Contact account for email marketing with successful results b. Continue to develop ways to use Ning in committee efforts * After evaluation, the committee determined inhouse meetings work best 				

Monthly Grand Totals

246 \$6,757,843.68 \$53,701.24 \$24,807.23 \$3,379.01 \$82,368.89

YTD Totals

From 01/01/2011 To 06/30/2011

Use	Count	Value	Building	Planchek	Surcharge	Total
Commercial Add/Alter	36	\$2,827,229.72	\$22,833.00	\$12,257.22	\$1,413.63	\$36,503.83
Commercial New	3	\$1,194,950.80	\$6,203.50	\$4,032.28	\$597.48	\$11,314.76
Garage/Shed	4	\$110,825.32	\$1,453.00	\$581.20	\$55.42	\$2,089.61
Mobile Home In/Out	8	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00
Move/Raze	8	\$0.00	\$370.00	\$0.00	\$0.00	\$370.00
New Four-Family Dwelling	1	\$228,955.93	\$1,532.25	\$995.96	\$114.48	\$2,642.69
New Single-Family Dwelling	5	\$1,188,135.66	\$7,886.25	\$2,961.41	\$594.07	\$11,441.73
New Two-Family Dwelling	1	\$234,742.38	\$1,562.25	\$1,015.46	\$117.37	\$2,695.08
Residential Add/Alter	180	\$973,003.87	\$11,560.99	\$2,963.70	\$486.56	\$15,011.19
	246	\$6,757,843.68	\$53,701.24	\$24,807.23	\$3,379.01	\$82,368.89

YTD Grand Totals

Attachment B
7-12-12

Monthly Grand Totals

251 \$8,848,279.75 \$59,626.50 \$27,624.17 \$4,418.12 \$91,675.65

YTD Totals

From 01/01/2012 To 06/30/2012

Use	Count	Value	Building	Planchek	Surcharge	Total
Commercial Add/Alter	67	\$6,634,117.28	\$39,068.75	\$20,466.02	\$3,312.10	\$62,851.83
Commercial New	1	\$2,200.00	\$74.75	\$48.59	\$1.10	\$124.44
Garage/Shed	6	\$71,858.04	\$1,121.50	\$424.60	\$35.93	\$1,582.03
Mobile Home In/Out	11	\$0.00	\$375.00	\$0.00	\$0.00	\$375.00
Move/Raze	6	\$0.00	\$465.00	\$0.00	\$0.00	\$465.00
New Four-Family Dwelling	2	\$478,791.48	\$3,174.50	\$2,063.42	\$239.40	\$5,477.32
New Single-Family Dwelling	4	\$806,902.95	\$5,594.00	\$2,237.60	\$403.46	\$8,235.05
Residential Add/Alter	154	\$854,410.00	\$9,753.00	\$2,383.94	\$426.13	\$12,564.99
	251	\$8,848,279.75	\$59,626.50	\$27,624.17	\$4,418.12	\$91,675.65

YTD Grand Totals

Residential Add/Alter

From 12/01/2008 To 12/31/2008

Permit No.	Date Paid	Owner	Address	Parcel	Contractor	Use	Value	Building	Planchek	Surcharge	Total	Receipt No
17918	12/9/2008	WAYNE HAYUNGA	713 25TH Avenue SW	95-682-0410	LAYMAN CONSTRUCTION	Residential Add/Alter	\$9,200.00	\$50.00	\$0.00	\$4.60	\$54.60	80335
17926	12/23/2008	LONNIE HUISENGA	516 4TH Street SE	95-740-1140	LOCO CONSTRUCTION INC	Residential Add/Alter	\$25,000.00	\$50.00	\$0.00	\$12.50	\$92.50	80471
17929	12/24/2008	NATHAN PITT	705 Johanna Avenue SE	95-222-1310	JESSE TREBIL FOUNDATION SYSTEMS	Residential Add/Alter	\$4,164.00	\$99.75	\$39.90	\$2.08	\$141.73	80480
Monthly Totals							\$107,741.00	\$1,014.00	\$321.60	\$53.87	\$1,419.47	

Monthly Grand Totals

13	\$251,554.00	\$2,844.75	\$1,414.26	\$125.78	\$4,414.79
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YTD Totals

From 01/01/2008 To 12/31/2008

Use	Count	Value	Building	Planchek	Surcharge	Total
Churches/Schools	8	\$2,035,044.88	\$10,615.25	\$6,542.41	\$1,017.51	\$18,175.18
Commercial Add/Alter	89	\$7,291,585.58	\$50,857.65	\$27,125.99	\$3,645.82	\$81,629.43
Commercial New	31	\$3,588,370.80	\$62,095.75	\$105,042.44	\$26,794.19	\$294,057.38
Garage/Shed	35	\$640,324.96	\$8,779.30	\$3,692.15	\$320.18	\$12,791.61
Mobile Home In/Out	7	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00
Move/Raze	34	\$0.00	\$1,950.00	\$0.00	\$0.25	\$1,950.00
New Four-Family Dwelling	4	\$591,845.76	\$4,509.00	\$1,803.60	\$295.92	\$6,608.52
New Single-Family Dwelling	19	\$3,780,689.21	\$26,312.75	\$9,802.24	\$1,890.33	\$38,005.33
New Two-Family Dwelling	1	\$255,615.90	\$1,667.25	\$666.90	\$127.81	\$2,461.96
Residential Add/Alter	326	\$1,819,151.99	\$22,257.41	\$5,698.60	\$899.41	\$29,163.03
YTD Grand Totals		\$70,002,629.08	\$289,394.36	\$160,374.33	\$34,991.42	\$485,192.44

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Attachment C
7-12-12

Residential Add/Alter

From 12/01/2009 To 12/31/2009

Permit No.	Date Paid	Owner	Address	Parcel	Contractor	Use	Value	Building	Planchek	Surcharge	Total	Receipt No
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Monthly Totals

22			\$192,188.30	\$2,251.95	\$775.59	\$96.10	\$3,123.63
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Monthly Grand Totals

50			\$8,561,427.56	\$47,288.45	\$6,496.68	\$4,280.70	\$68,548.29
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YTD Totals

From 01/01/2009 To 12/31/2009

Use	Count	Value	Building	Planchek	Surcharge	Total
Churches/Schools	6	\$3,226,158.00	\$15,767.25	\$10,248.70	\$1,613.08	\$27,629.03
Commercial Add/Alter	66	\$9,681,159.77	\$51,790.85	\$29,145.57	\$4,840.60	\$86,299.00
Commercial New	10	\$6,825,267.37	\$30,985.50	\$6,120.64	\$3,412.64	\$47,925.48
Garage/Shed	23	\$449,851.04	\$6,449.50	\$2,710.93	\$224.94	\$9,385.36
Mobile Home In/Out	4	\$0.00	\$275.00	\$0.00	\$0.00	\$275.00
Move/Raze	33	\$0.00	\$2,490.00	\$0.00	\$0.00	\$2,490.00
New Single-Family Dwelling	17	\$3,835,788.35	\$25,754.50	\$10,301.80	\$1,917.89	\$37,974.19
New Three-Family Dwelling	4	\$1,194,011.00	\$7,529.00	\$4,893.84	\$597.00	\$13,019.85
New Two-Family Dwelling	14	\$3,664,745.95	\$23,791.50	\$6,969.20	\$1,832.36	\$36,063.81
Residential Add/Alter	365	\$2,045,493.49	\$25,153.95	\$6,898.58	\$1,022.87	\$33,135.28
	542	\$30,922,474.97	\$189,997.05	\$77,289.26	\$15,461.38	\$294,197.00

YTD Grand Totals

Monthly Grand Totals

32 \$4,126,041.03 \$25,014.00 \$15,916.27 \$2,063.02 \$37,401.87

YTD Totals

From 01/01/2010 To 12/31/2010

Use	Count	Value	Building	Planchek	Surcharge	Total
Churches/Schools	2	\$50,500.00	\$701.50	\$211.09	\$25.25	\$937.84
Commercial Add/Alter	95	\$6,916,513.31	\$50,804.95	\$27,241.79	\$3,458.28	\$75,667.39
Commercial New	10	\$7,874,933.01	\$32,698.75	\$8,319.76	\$3,937.47	\$52,959.69
Garage/Shed	25	\$453,728.22	\$6,367.25	\$2,574.46	\$226.83	\$9,168.57
Mobile Home In/Out	11	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00
Move/Raze	29	\$0.00	\$3,945.00	\$0.00	\$0.00	\$3,945.00
New Four-Family Dwelling	6	\$1,391,094.93	\$9,283.50	\$6,034.26	\$695.55	\$16,013.31
New Single-Family Dwelling	14	\$2,615,049.99	\$18,529.00	\$7,411.60	\$1,307.53	\$27,743.94
New Two-Family Dwelling	4	\$893,666.24	\$6,029.00	\$1,953.42	\$446.82	\$8,429.25
Residential Add/Alter	396	\$2,324,578.44	\$27,767.25	\$7,456.70	\$1,162.36	\$36,286.72
	592	\$22,520,064.14	\$156,926.20	\$61,203.08	\$11,260.09	\$231,951.71

YTD Grand Totals

Residential Add/Alter

From 12/01/2011 To 12/31/2011

Permit No.	Date Paid	Owner	Address	Parcel	Contractor	Use	Value	Building	Planchek	Surcharge	Total	Receipt No
20483	12/15/2011	SHIRLEY NELSON	604 9TH Street SW	95-006-2610	ELWOOD CONSTRUCTION	Residential Add/Alter	\$2,000.00	\$62.25	\$24.90	\$1.00	\$88.15	90756
20491	12/23/2011	JOHN & CINDY POHLMAN	1617 16th Avenue NW	95-603-0380	JESSE TREBIL FOUNDATION SYSTEMS	Residential Add/Alter	\$4,628.40	\$99.75	\$39.90	\$2.31	\$141.96	90821
20498	12/30/2011	THOMAS H STEINMAN	2801 Fairway Drive NE	95-212-0010	SELF	Residential Add/Alter	\$3,456.00	\$87.25	\$34.90	\$1.73	\$123.88	90881
Monthly Totals							\$120,224.40	\$1,281.00	\$444.40	\$60.11	\$1,785.51	
Monthly Grand Totals							\$2,960,871.69	\$14,533.25	\$8,895.86	\$1,480.43	\$24,909.55	

YTD Totals

From 01/01/2011 To 12/31/2011

Use	Count	Value	Building	Planchek	Surcharge	Total
Commercial Add/Alter	87	\$8,407,244.62	\$56,872.50	\$32,485.33	\$4,203.67	\$93,561.45
Commercial New	7	\$2,004,787.96	\$11,467.50	\$7,453.88	\$1,002.40	\$20,405.27
Garage/Shed	16	\$254,832.20	\$3,670.82	\$1,530.78	\$127.44	\$5,329.02
Mobile Home In/Out	15	\$0.00	\$625.00	\$0.00	\$0.00	\$625.00
Move/Raze	19	\$0.00	\$1,360.00	\$0.00	\$0.00	\$1,360.00
New Four-Family Dwelling	1	\$228,955.93	\$1,532.25	\$995.96	\$114.48	\$2,642.69
New Single-Family Dwelling	11	\$2,565,547.64	\$17,104.75	\$6,648.81	\$1,282.77	\$25,036.33
New Two-Family Dwelling	1	\$234,742.38	\$1,562.25	\$1,015.46	\$117.37	\$2,695.08
Residential Add/Alter	401	\$2,306,613.67	\$26,293.27	\$6,812.33	\$1,153.47	\$34,258.91
YTD Grand Totals		\$16,002,724.40	\$120,488.34	\$56,942.55	\$8,001.60	\$185,913.75

Attachment D
7-12-12

PDS Update for Chamber Board—June 28, 2012

1. Airport land release—Phase I

Phase II submitted—on hold pending disagreement over National

Register application

2. Industrial park expansion requires Phase II land release for infrastructure/west. Interceptor

Willmar Ave. realign., crossing, and JOTS access issues

3. Zoning Ordinance re-write—Staff and PC are doing it in-house

4. Initial work on Downtown Plan elements

Parking study—Fall 2012

Gateways study and design work

Housing analysis

Lakeland project

5. Housing development

Plats are few—Fairacre Addition on SW 15th St.

Bethesda campus planning

MF projects—NE

6. Mobile home parks

Maintenance and removals

Drainage issues at West mhp

Proposed closing and relocation of moveable homes

7. Development projects—underway or on the drawing board (not inclusive due to memory)

Mills Parts Distribution

Goodwill by Willmar Ten Investors

Former Runnings building remodel by Willmar Ten Investors

Willmar P & H

Burger King—1st Street—new restaurant on a tight site

Applebee's

Asian restaurant in former Wendy's

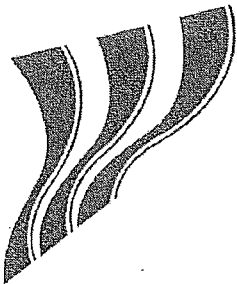
Harbert's Ice Cream

Cherry Berry Yogurt in BearPath Plaza

Additional businesses at MinnWest Technology Campus—seems to one every month to PC

Ridgewater College—demo and remodeling of classrooms

MnDOT--\$4.6 million expansion



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: _____

Attachments: X Yes ___ No

CITY COUNCIL ACTION

Date: July 16, 2012

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion to approve

Guiding Principle: Must be approved by Willmar City Council—Minnesota Statutes 349.213 Subd. 2

Agenda Item: Consideration of a New Premise Permit for the 100 Yard Club, Inc. Organization at The Oaks at Eagle Creek.

Background/Justification:

The 100 Yard Club, Inc. organization is making application for a Premise Permit to the Gambling Control Board.

The local unit of government must sign the premise's permit application and the City Council must vote on the application. If the premise permit is approved, the resolution of approval is submitted with the application to the Gambling Control Board.

The permit is for Pull-Tabs, Bar Bingo, Tipboards, Paddlewheel, Electronic Pull-Tabs, and Linked Electronic Bingo.

Fiscal Impact: No fiscal impact.

Alternatives: Deny

Staff Recommendation: Approve Resolution

Preparer: City Clerk-Treasurer

Signature: 

RESOLUTION NO. _____

REQUESTING THAT THE MINNESOTA GAMBLING
CONTROL BOARD APPROVE THE APPLICATION FOR A
PREMISE PERMIT FOR THE 100 YARD CLUB, INC.

WHEREAS, the 100 Yard Club, Inc. has applied to the Minnesota Gambling Control Board to obtain a Premise Permit for a Gambling License at The Oaks at Eagle Creek, 1000 26th Avenue NE, Willmar, Minnesota;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City approves of the Premise Permit for the 100 Yard Club, Inc. and respectfully requests that the State of Minnesota Gambling Control Board approve the Premise Permit to the 100 Yard Club, Inc.

Dated this 16th day of July, 2012.

Mayor

Attest:

City Clerk-Treasurer

LG215 Lease for Lawful Gambling Activity

Revised 5/12 Page 1 of 2

Organization 100 YARD CLUB, INC	Address 331 SW 3rd St # 2 Willmar		License/site number		Daytime phone 320-222-0050
Name of leased premises The OAKS	Street address 1000 26th Ave NE	City Willmar	State MN	Zip 56201	Daytime phone 320-235-4448
Name of legal owner Willmar Golf Club Inc	Business/street address 1000 26th Ave NE	City Willmar	State MN	Zip 56201	Daytime phone 320-235-1166
Name of lessor [if same as legal owner, write in "SAME"] The Oaks	1000 26th Ave NE	Willmar	MN	56201	320-235-4448

Check applicable item:

- ☒ 1. **New lease. Do not submit existing lease with amended changes.**
 _____ Date that the changes will be effective. Submit changes at least 10 days **before** the effective date of the change.
- ☐ 2. **New owner.** Effective date _____ Submit new lease **within** 10 days after new lessor assumes ownership.

Check all activity that will be conducted

<input checked="" type="checkbox"/> Pull-tabs [paper]	<input checked="" type="checkbox"/> Electronic pull-tabs [must also sell paper pull-tabs]
<input checked="" type="checkbox"/> Pull-tabs [paper] with dispensing device	<input checked="" type="checkbox"/> Linked electronic bingo
<input checked="" type="checkbox"/> Bar bingo <input type="checkbox"/> Bingo	Electronic games may only be conducted at: (1) a premises licensed for the on-sale or off-sale of intoxicating liquor or 3.2 percent malt beverages [but does not include a general food store or drug store permitted to sell alcoholic beverages under Minn. Stat. 340A.405, subdivision 1]; or (2) a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.
<input checked="" type="checkbox"/> Tipboards <input type="checkbox"/> Paddlewheel with table	
<input checked="" type="checkbox"/> Paddlewheel <input type="checkbox"/> Paddlewheel with table	

PULL-TAB, TIPBOARD, ELECTRONIC LINKED BINGO, AND PADDLEWHEEL RENT
 Separate rent for booth and bar ops. Complete all that apply. No lease required for raffles.

BOOTH OPERATION - the sales of gambling equipment by an employee/volunteer of a licensed organization in a premises leased or owned by the organization.

ALL GAMES, including electronic games - Monthly rent to be paid, _____%, not to exceed **10%** of gross profits for that month.

- Total rent paid from all organizations for only booth operations at the leased premises may not exceed \$1,750 per month.
- The rent cap does not include BAR OPERATION rent.

BAR OPERATION - the sales of gambling equipment within a leased premises by an employee of the lessor.

ELECTRONIC GAMES - Monthly rent to be paid, 2%, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

ALL OTHER GAMES - Monthly rent to be paid, 2%, not to exceed **20%** of gross profits from all other forms of lawful gambling.

- Rent may not be paid for bar bingo.
- Bar bingo does not include bingo games linked to other permitted premises.

BINGO RENT for leased premises where bingo is the primary business conducted, such as bingo hall.

Bingo rent is limited to one of the following:

- Rent to be paid, _____%, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
- OR -
- Rate to be paid \$ _____ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.

LEASE TERMINATION CLAUSE. Must be completed.

The lease may be terminated by either party with a written 30 day notice.

Other terms _____

LG215 Lease for Lawful Gambling Activity

Revised 5/12 Page 2 of 2

Lease Term - The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management - The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises.

The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited - The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes 349.181.

Illegal Gambling - The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes 349.18, Subdivision 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H or Minnesota Statutes 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions - The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Gambling Control Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to permitted premises - Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

Lessor records - The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent all-inclusive - Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Gambling Control Board. Rent payments may not be made to an individual.

Acknowledgment of Lease Terms

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease

Signature of lessor

Date

Signature of organization official (lessee)

Date

Print name and title of lessor

Print name and title of lessee

DAVID BAKER, owner

Michael Nibaur, President

Questions? Contact the Licensing Section, Gambling Control Board, at 651-639-4000. This publication will be made available in alternative format (i.e. large print, Braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Reset form

Print form

LG214 Premises Permit Application**Annual Fee \$150****Required Attachments to LG214**

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit. Make check payable to "State of Minnesota."

Mail the application and required attachments to:
 Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions? Call 651-639-4000 and ask for Licensing.

Organization Information

1. Organization name 100 YARD CLUB, INC License number 1T-293
2. Chief executive officer (CEO) MIKE NIBAUER Daytime phone 320-214-5909
3. Gambling manager DION WARNE Daytime phone 320-231-1118

Gambling Premises Information

4. Current name of site where gambling will be conducted The OAKS
5. List any previous names for this location 52 CLUB BLUE HERON ON THE GREEN
6. Street address where premises is located 1000 26th AVE NE
Do not use a P.O. box number or mailing address.

7. City Willmar OR Township _____ County KANDIYUHI Zip code 56201

8. Does your organization own the building where the gambling will be conducted?
☐ Yes ☒ No If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

9. Is any other organization conducting gambling at this site? ☐ Yes ☒ No ☐ Don't know
10. Has your organization previously conducted gambling at this site? ☐ Yes ☒ No ☐ Don't know

Gambling Bank Account Information. Must be in Minnesota.

11. Bank name HOME STATE BANK Bank account number 600 207 4
12. Bank street address 1610 Highway 12 E City Willmar State MN Zip code 56201

All Temporary and Permanent Off-site Storage Spaces

13. Address (Do not use a P.O. box number) NA City _____ State MN Zip code _____
14. Address (Do not use a P.O. box number) _____ City _____ State MN Zip code _____

LG214 Premises Permit Application

3/11 Page 2 of 2

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City name _____	County name _____
Date approved by city _____	Date approved by county _____
Resolution number if any _____	Resolution number if any _____
Signature of city personnel _____	Signature of county personnel _____
Title _____ Date ____/____/____	Title _____ Date ____/____/____

Acknowledgment and Oath

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than 10 days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.

Signature of Chief Executive Officer (designee may not sign)

Date

Print name

Reset Form

Print form and have CEO sign



Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

[Add to Favorites](#) [Report Error](#) [Order Business Services](#)**100 YARD CLUB, INC.***This information is current as of March 10, 2012.*

Company Name:	<u>100 YARD CLUB, INC.</u>		
Status:	Active / In Good Standing	Filing Date:	04/22/1999
Entity Type:	Non-Profit Corporation (Domestic)	File Number:	<u>1T-293</u>
Filing State:	Minnesota (MN)		
Company Age:	13 Years, 3 Months		
Principal Address:	331 Sw 3rd Str #2  Willmar, MN 56201		
Registered Address:	331 Sw 3rd Str #2  Willmar, MN 56201		

PRESIDENT

Jeffrey Filipek

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